

General Fund Expenditures

Columbia County **LIVE**
 DATE 6/22/06
 TIME 9:03:02

F I N A N C I A L M A N A G E M E N T
 BUDGET LISTING

PAGE 40
 BP0200
 LDELOACH

ACCOUNT	2005 Actual Expense	2006 Adopted Budget	2006 Amended Budget	2006 Actual Expense	2007 Dept. Head Requested	2007 Committee Review	2007 Commission Approved	% CHANGE
Fund 1111 - General Fund								
EXPENSE								
Department 4000 - Economic Development								
EX07 Other Cost								
0670.0000 Operating Contingency	0	0	0	0	0	0	0	0 %
0680.0000 Economic Developmt	930,717	1,035,512	1,035,512	1,099,913	1,035,512	1,107,202	1,107,202	7 %
Other Cost TOTAL :	930,717	1,035,512	1,035,512	1,099,913	1,035,512	1,107,202	1,107,202	7 %
DOCUMENTS FOR CLASSIFICATION: 1111 4000								
Debt Service		799,750						
General Operations		307,452						
Total		\$1,107,202						
Econ Dev TOTAL :	930,717	1,035,512	1,035,512	1,099,913	1,035,512	1,107,202	1,107,202	7 %

COMMISSION/COUNTY CLERK/STAFF

4001

MISSION STATEMENT

Maintain and manage the official records created by the Board of Commissioners and County Administrator and perform the required clerical responsibilities.

DEPARTMENT DESCRIPTION

Provide support to the Board of Commissioners and County Administrator.

GOALS FOR 2006/2007

- Meet quarterly with the Administrative Coordinators for training/information sessions
- Evaluate and determine the best process to image commercial building design/plans
- Update County Code Ordinance supplements quarterly
- Update HB 489 bi-annually
- Prepare 2006 Agreements/Contracts for imaging to CD
- Set up a Records Retention Committee
- Prepare 2006 BOC minutes and permanent BOC records for imaging to CD
- Maintain and update Columbia County Code of Ordinances
- Purge records scheduled for destruction 2006
- Transfer all training material to County Library for employee training
- Evaluate BOC agenda process with Administrative Coordinators
- Write Records Disaster Preparedness Policy
- Place Board/Authority Members and By-laws of each Board/Authority on to a CD

ACCOMPLISHMENTS 2005/2006

- Completed and enhanced the Intranet Electronic Records Management database for stored records
- Entered BOC stored records into Electronic Records Management database
- Revised Records Management Policy and Procedures
- Updated HB 489 Service Delivery Strategy to CD
- Continued monthly meeting/training sessions with Administrative Coordinators (AC)
- Updated County Code Ordinance supplements quarterly – Supplements 15-17
- Prepared 2004-2005 agreements and contracts to imaging to CD
- Prepared 2005 Board of Commissioners minutes for imaging to CD
- Maintained and updated Columbia County Code of Ordinances
- Purged records scheduled for destruction 2005
- Expanded information about the Boards and Authority Members to the Columbia County website to include short narrative of each Board's Responsibility
- Created BOC conference rooms/auditorium reservation calendar on Outlook 2003
- Cross-trained records retention responsibilities with Deputy Clerk
- Updated County webpage with BOC forms that citizens may access and submit electronically

WORKLOAD MEASUREMENTS

	Actual FY 2004/05	Estimated FY2005/06	Forecast FY2006/07
Number of documents copied	150,002B/W 9,992 Color	168,000 20,212	175,000 25,000
Number of agendas and minutes prepared for meetings	168	152	150
Written/oral requests for public information processed	171	125	120
Ordinances, Resolutions, Agreements approved and processed	346	440	471
Purchase Orders processed	250	300	325
Documents processed for BOC signature	4,800	6,000	6,800
Travel/events/work session arrangements made	200	225	225
Number of Boards/Committees/Authorities to maintain	42	41	42
Estimated time on records research/management (hours)	115	100	95

PERFORMANCE MEASURES

	Actual FY2004/05	Estimated FY2005/06	Forecast FY2006/07
Retrieval of Requests for Information			
On-sight Information - within 24 hours	100%	100%	100%
Archived Information - within three days	98%	98%	99%
Process and distribution of agenda packages the Friday prior to meeting date	100%	100%	100%
Process correspondence within 24 hours	97%	98%	98%
Complete BOC minutes by Friday of meeting week	90%	92%	94%
Percentage of minutes without amendments	94%	92%	96%
Travel arrangements processed within 5 days of request	98%	98%	99%

STAFFING

	Actual FY2004/05	Estimated FY2005/06	Forecast FY2006/07
County Clerk	1	1	1
Administrative Coordinator (Deputy Clerk)	1	1	1

VEHICLE SCHEDULE

Actual FY2004/05	Estimated FY2005/06	Forecast FY2006/07
1	1	1

BUDGET HIGHLIGHTS

The Electronic Records Management database completed in 2005 has been very effective in keeping track of records stored in the Columbia County Records Center and less paper intensive than the previous process. Exchanging ideas in the day-to-day tasks with the Administrative Coordinators (AC) continues to be an effective tool for greater efficiency and communication among departments and some of the AC, who are also members of the Evans Towne Center IAAP, are pursuing the Certified Professional Secretary and Certified Administrative Professional certifications.

Columbia County **LIVE**
 DATE 6/22/06
 TIME 9:03:02

F I N A N C I A L M A N A G E M E N T
 BUDGET LISTING

PAGE 41
 BP0200
 LDELOACH

ACCOUNT	2005 Actual Expense	2006 Adopted Budget	2006 Amended Budget	2006 Actual Expense	2007 Dept. Head Requested	2007 Committee Review	2007 Commission Approved	% CHANGE
=====								
Fund 1111 - General Fund								
=====								
Department 4001 - Board of Commissioners								

EX01 Personnel								
0300.0000 Salaries & Wages	114,071	126,906	130,517	114,522	131,240	131,240	131,240	1 %
0305.0000 Overtime Permanent Pay	845	0	0	0	0	0	0	0 %
0305.0001 O.T. - Holidays worked	0	0	0	0	0	0	0	0 %
0305.0005 Vacation	3,967	0	0	8,200	0	0	0	0 %
0305.0010 Sick Leave	2,534	0	0	1,541	0	0	0	0 %
0305.0011 Sick Leave Payout	0	0	0	0	0	0	0	0 %
0305.0015 Holiday Pay	3,567	0	0	3,407	0	0	0	0 %
0310.0001 Employee Med & Dental	27,722	26,313	27,024	25,873	26,623	26,623	26,623	1 %
0310.0002 Group Life Insurance	102	102	102	106	115	115	115	13 %
0310.0003 Retirement	14,817	9,207	9,424	9,646	9,482	9,482	9,482	1 %
0310.0015 Fica	9,322	9,708	9,985	9,596	10,040	10,040	10,040	1 %
0310.0020 Worker's Compensation	220	463	463	491	479	479	479	3 %
0310.0030 Expense Allowance	6,338	6,432	6,432	6,577	6,715	6,715	6,715	4 %
0311.0000 New Personnel Requests	0	0	0	0	0	0	0	0 %
0312.0000 Unemployment Insurance	70	66	66	68	68	68	68	3 %
Personnel TOTAL :	183,575	179,197	184,013	180,027	184,762	184,762	184,762	0 %

EX02 Supplies								
0365.0000 Postage	997	1,500	2,000	1,970	2,000	2,000	2,000	0 %
0390.0000 Office Supplies	5,046	5,000	0	40	0	0	0	0 %
0420.0000 Operating Materials/Supp	2,308	3,200	9,700	6,174	8,200	8,200	8,200	15 %
0460.0000 Utilities	3,267	0	0	0	0	0	0	0 %
0564.0000 Minor Property Expense	5,694	7,000	3,500	3,034	7,000	7,000	7,000	100 %
0664.0000 Books & Reports	412	1,500	1,000	249	1,500	1,500	1,500	50 %
Supplies TOTAL :	17,724	18,200	16,200	11,467	18,700	18,700	18,700	15 %

DOCUMENTS FOR CLASSIFICATION: 1111 4001								
0564-0000 Minor Property Expense	\$7,000							
1) Office equipment for BOC office and auditorium								
EX04 Contract								
0501.0000 Professional Fees	120,168	89,600	123,600	95,558	89,600	119,600	144,600	17 %
0502.0000 Attorney Fees	324,958	323,950	323,950	140,835	323,950	323,950	323,950	0 %
0503.0000 Accounting Fees	1,526	0	0	0	0	0	0	0 %
0518.0000 Adver/Marketing	0	0	0	0	15,000	15,000	15,000	0 %
0524.0000 Contract O/S Svs	8,848	40,000	17,500	7,929	25,000	25,000	25,000	43 %
0528.0000 General O/S Svs	1,953	4,000	4,000	1,602	4,000	4,000	4,000	0 %
0551.0000 Equipment Repairs	0	600	600	0	600	600	600	0 %
0562.0000 Casualty Expense	3,999	0	0	0	0	0	0	0 %
0657.0000 Travel/Training/Conferen	40,523	35,000	46,000	45,761	45,000	45,000	45,000	2 %
0658.0000 Dues & Subscriptions	75,843	74,500	78,000	74,719	81,325	81,325	81,325	4 %
0662.0000 Communications	4,207	7,000	7,000	1,575	7,000	7,000	7,000	0 %
0663.0000 Printing	125,171	77,500	87,500	81,447	77,500	77,500	77,500	11 %

Columbia County **LIVE**
DATE 6/22/06
TIME 9:03:02

F I N A N C I A L M A N A G E M E N T
BUDGET LISTING

PAGE 42
BP0200
LDELOACH

ACCOUNT	2005 Actual Expense	2006 Adopted Budget	2006 Amended Budget	2006 Actual Expense	2007 Dept. Head Requested	2007 Committee Review	2007 Commission Approved	% CHANGE
=====								
Fund 1111 - General Fund								
=====								
Department 4001 - Board of Commissioners								

Contract TOTAL :	707,196	652,150	688,150	449,426	668,975	698,975	723,975	5 %

DOCUMENTS FOR CLASSIFICATION: 1111 4001 EX04 Professional Fees
0501.0000 Professional Fees \$144,600
1) Includes appraisals, surveys, court reporting 20,000
2) Service Organizations
BOC recommendations, \$6,000/commissioner 30,000
Nat Science Ctr/Ft. Discovery 25,000
CSRA Alliance 25,000
Project Access 25,000
3) Contingency 19,600

DOCUMENTS FOR CLASSIFICATION: 1111 4001 EX04 General O/S Contracts
0528.0000 General O/S contracts 4,000
1) Microfilm permanent BOC records and
and place on CD for 2006
2) Microfilm 2006 Contracts and Agreements

DOCUMENTS FOR CLASSIFICATION: 1111 4001 EX04 Travel/Training
0657.0000 Travel and Training \$45,000
1) Travel/Training for Commissioners (5),
County Clerk, and Deputy Clerk
2) Room rentals, working lunches, non-profit events
lunches, corporate annual dinners, non-profit, etc.
3) Recognition for Board and Authority volunteers

DOCUMENTS FOR CLASSIFICATION: 1111 4001 EX04 Outside Services
0524.0000 Outside Service Contracts \$25,000
1) Maintenance/Service agreements for copy
machine and equipment 25,000

DOCUMENTS FOR CLASSIFICATION: 1111 4001 EX04 Printing
0663.0000 Printing \$77,500
1) Supplements to County code
2) Annual and semi-annual county reports
3) General printing
4) Engraving of plaques
5) Imaging
6) Signs
7) Employee Newsletter
8) Newsletter to citizens in water bills

Columbia County **LIVE**
DATE 6/22/06
TIME 9:03:02

F I N A N C I A L M A N A G E M E N T
BUDGET LISTING

PAGE 43
BP0200
LDELOACH

ACCOUNT	2005 Actual Expense	2006 Adopted Budget	2006 Amended Budget	2006 Actual Expense	2007 Dept. Head Requested	2007 Committee Review	2007 Commission Approved	% CHANGE
---------	---------------------------	---------------------------	---------------------------	---------------------------	---------------------------------	-----------------------------	--------------------------------	----------

Fund 1111 - General Fund

Department 4001 - Board of Commissioners

DOCUMENTS FOR CLASSIFICATION: 1111 4001 EX04 Dues/Subscriptions
0658-0000 Dues and Subscriptions \$81,325
(1) CSRA Development dues, \$61,050
(2) ACCG Dues - \$6,610
(3) NACo Dues - \$1,415
(4) Miscellaneous Subscriptions \$300
(5) Central Savannah - \$350
(6) NACRC - \$350
(7) Columbia County Chamber of Commerce - \$2,500
(8) Other dues and professional fees - \$2,150
(9) Clarks Hill Partnership of Georgia - \$3,000
(10) Columbia County Subscription (150 magazines) - \$3,600

DOCUMENTS FOR CLASSIFICATION: 1111 4001 EX04 Attorney's Fees
0502-0000 Attorney's Fees \$323,950
Current rate as of 2/27/04 - \$115 per hour

EX07 Other Cost								
0666.0000 Miscellaneous	983	3,000	3,000	1,225	3,000	3,000	3,000	0 %
Other Cost TOTAL	983	3,000	3,000	1,225	3,000	3,000	3,000	0 %

DOCUMENTS FOR CLASSIFICATION: 1111 4001 EX07 EX07 Other Costs
0666.0000 Miscellaneous \$3,000
1) Flowers/Memorials for funerals of employees
and retirees
2) Birthday, get well, sympathy cards for employees

EX09 Capital								
0810.0000 Land	10,000	0	0	0	0	0	0	0 %
Capital TOTAL	10,000	0	0	0	0	0	0	0 %

EX10 Interfund								
0538.0000 County Svs Received	18,368	43,567	43,567	43,567	43,567	50,468	50,468	16 %
Interfund TOTAL	18,368	43,567	43,567	43,567	43,567	50,468	50,468	16 %

DOCUMENTS FOR CLASSIFICATION: 1111 4001 EX10 County Services
Customer Service Allocation

Columbia County **LIVE**
DATE 6/09/06
TIME 12:45:50

F I N A N C I A L M A N A G E M E N T
BUDGET LISTING

PAGE 44
BP0200
LDELOACH

ACCOUNT	2005 Actual Expense	2006 Adopted Budget	2006 Amended Budget	2006 Actual Expense	2007 Dept. Head Requested	2007 Committee Review	2007 Commission Approved	% CHANGE
=====								
Fund 1111 - General Fund								
=====								
Department 4001 - Board of Commissioners								

EX01 Personnel								
0300.0000 Salaries & Wages	114,071	126,906	129,386	107,991	131,240	131,240	131,240	1 %
0305.0000 Overtime Permanent Pay	845	0	0	0	0	0	0	0 %
0305.0001 O.T.- Holidays worked	0	0	0	0	0	0	0	0 %
0305.0005 Vacation	3,967	0	0	7,911	0	0	0	0 %
0305.0010 Sick Leave	2,534	0	0	1,541	0	0	0	0 %
0305.0011 Sick Leave Payout	0	0	0	0	0	0	0	0 %
0305.0015 Holiday Pay	3,567	0	0	3,082	0	0	0	0 %
0310.0001 Employee Med & Dental	27,722	26,313	26,313	24,179	26,623	26,623	26,623	1 %
0310.0002 Group Life Insurance	102	102	102	99	115	115	115	13 %
0310.0003 Retirement	14,817	9,207	9,356	9,133	9,482	9,482	9,482	1 %
0310.0015 Fica	9,322	9,708	9,898	9,061	10,040	10,040	10,040	1 %
0310.0020 Worker's Compensation	220	463	463	463	479	479	479	3 %
0310.0030 Expense Allowance	6,338	6,432	6,432	6,157	6,715	6,715	6,715	4 %
0311.0000 New Personnel Requests	0	0	0	0	0	0	0	0 %
0312.0000 Unemployment Insurance	70	66	66	65	68	68	68	3 %
Personnel TOTAL :	183,575	179,197	182,016	169,682	184,762	184,762	184,762	2 %

EX02 Supplies								
0365.0000 Postage	997	1,500	2,000	1,882	2,000	2,000	2,000	0 %
0390.0000 Office Supplies	5,046	5,000	0	40	0	0	0	0 %
0420.0000 Operating Materials/Supp	2,308	3,200	9,700	5,498	8,200	8,200	8,200	15 %
0460.0000 Utilities	3,267	0	0	0	0	0	0	0 %
0564.0000 Minor Property Expense	5,694	7,000	3,500	1,898	7,000	7,000	7,000	100 %
0664.0000 Books & Reports	412	1,500	1,000	249	1,500	1,500	1,500	50 %
Supplies TOTAL :	17,724	18,200	16,200	9,567	18,700	18,700	18,700	15 %

DOCUMENTS FOR CLASSIFICATION: 1111 4001								
0564.0000 Minor Property Expense	\$7,000							
1) Office equipment for BOC office and auditorium								

EX04 Contract								
0501.0000 Professional Fees	120,168	89,600	123,600	95,558	89,600	119,600	119,600	3 %
0502.0000 Attorney Fees	324,958	323,950	323,950	140,835	323,950	323,950	323,950	0 %
0503.0000 Accounting Fees	1,526	0	0	0	0	0	0	0 %
0518.0000 Adver/Marketing	0	0	0	0	15,000	15,000	15,000	0 %
0524.0000 Contract O/S Svs	8,848	40,000	17,500	7,929	25,000	25,000	25,000	43 %
0528.0000 General O/S Svs	1,953	4,000	4,000	1,602	4,000	4,000	4,000	0 %
0551.0000 Equipment Repairs	0	600	600	0	600	600	600	0 %
0562.0000 Casualty Expense	3,999	0	0	0	0	0	0	0 %
0657.0000 Travel/Training/Conferen	40,523	35,000	46,000	44,812	45,000	45,000	45,000	2 %
0658.0000 Dues & Subscriptions	75,843	74,500	78,000	74,419	81,325	81,325	81,325	4 %
0662.0000 Communications	4,207	7,000	7,000	1,575	7,000	7,000	7,000	0 %
0663.0000 Printing	125,171	77,500	87,500	80,056	77,500	77,500	77,500	11 %

Columbia County **LIVE**
DATE 6/09/06
TIME 12:45:50

FINANCIAL MANAGEMENT
BUDGET LISTING

PAGE 46
BP0200
LDELOACH

ACCOUNT	2005 Actual Expense	2006 Adopted Budget	2006 Amended Budget	2006 Actual Expense	2007 Dept. Head Requested	2007 Committee Review	2007 Commission Approved	% CHANGE
=====								
Fund 1111 - General Fund								
=====								
Department 4001 - Board of Commissioners								

DOCUMENTS FOR CLASSIFICATION: 1111 4001				EX04				
0658.0000 Dues and Subscriptions				\$81,325				
(1) CSRA Development dues, \$61,050								
(2) ACCG Dues - \$6,610								
(3) NACo Dues - \$1,415								
(4) Miscellaneous Subscriptions \$300								
(5) Central Savannah - \$350								
(6) NACRC - \$350								
(7) Columbia County Chamber of Commerce - \$2,500								
(8) Other dues and professional fees - \$2,150								
(9) Clarks Hill Partnership of Georgia - \$3,000								
(10)Columbia County Subscription (150 magazines) - \$3,600								
DOCUMENTS FOR CLASSIFICATION: 1111 4001				EX04				
0502.0000 Attorney's Fees				\$323,950				
Current rate as of 2/27/04 - \$115 per hour								
EX07 Other Cost								
0666.0000 Miscellaneous	983	3,000	3,000	1,150	3,000	3,000	3,000	0 %

Other Cost TOTAL :	983	3,000	3,000	1,150	3,000	3,000	3,000	0 %
DOCUMENTS FOR CLASSIFICATION: 1111 4001				EX07				
0666.0000 Miscellaneous				\$3,000				
1) Flowers/Memorials for funerals of employees and retirees								
2) Birthday, get well, sympathy cards for employees								
EX09 Capital								
0810.0000 Land	10,000	0	0	0	0	0	0	0 %

Capital TOTAL :	10,000	0	0	0	0	0	0	0 %
EX10 Interfund								
0538.0000 County Svs Received	18,368	43,567	43,567	43,567	43,567	50,468	50,468	16 %

Interfund TOTAL :	18,368	43,567	43,567	43,567	43,567	50,468	50,468	16 %
DOCUMENTS FOR CLASSIFICATION: 1111 4001				EX10				
Customer Service Allocation								

Commission TOTAL :	937,846	896,114	932,933	670,752	919,004	955,905	955,905	2 %

FINANCIAL SERVICES DIVISION

4002

MISSION STATEMENT

The Mission of the Financial Services Division is to conduct the financial operations of Columbia County, Georgia, in accordance with applicable laws and standards and Generally Accepted Accounting Principles.

VISION STATEMENT

The Financial Services Division will ensure the effective and economical use of public resources by promoting competent and professional financial management while providing superior customer service to all County departments and the citizens of Columbia County.

DEPARTMENT DESCRIPTION

The Financial Services Division is responsible for collecting, monitoring, analyzing, and presenting financial data, to include outstanding bonded indebtedness, capital projects, grants, and all other general ledger activities; developing and monitoring the annual budget; processing all pay requests and issuing checks; processing cash receipts; processing payroll.

GOALS FOR FY 2006-2007

- ➡ Obtain the GFOA Certificate of Achievement for Excellence in Financial Reporting for 8th consecutive year.
- ➡ Develop a long-term financial plan to coordinate with Capital Improvement Plans.
- ➡ Prepare budget document in compliance with GFOA's budget awards program.
- ➡ Assist in implementation of Enterprise Resource Planning system.
- ➡ Develop capital assets policies and procedures manual in compliance with GASB 34.
- ➡ Implement a "Treasury Management Division" to potentially include, but not be limited to, occupational taxes, alcohol taxes/licenses, utility billing.
- ➡ Assist in development and implementation of 2006 General Obligation Bond program.

ACCOMPLISHMENTS 2005-2006

- Produced comprehensive budget document for all County funds and departments, to include department descriptions, goals, accomplishments, and performance measures.
- Produced eleventh consecutive Comprehensive Annual Financial Report (CAFR), to include municipal bond disclosure requirements, in compliance with GASB 34.
- Received *Certificate of Achievement for Excellence in Financial Reporting* for 7th consecutive year.
- Developed and analyzed a request for proposal for Enterprise Resource Planning (ERP).
- Implemented Flexible Spending Plan for employees.
- Assisted in implementation of Recreation and Facility Management System (RecTrac).

WORKLOAD MEASUREMENTS

	Actual <u>FY 2004/05</u>	Estimated <u>FY 2005/06</u>	Forecast <u>FY 2006/07</u>
Number of Invoices Processed	29,464	30,814	32,831
Number of Depts/Funds Processed			
Funds	37	37	34
Departments	84	86	86
Total Columbia County Budget (in 000's):			
General Fund	40,812	44,104	48,329
Building Standards	1,070	1,307	1,487
Clean & Beautiful Memorial	1	1	2
Library Board	60	108	106
Recreation Advisory Board	60	60	60
Street Lights	964	1,026	1,293
911 Fund	1,461	1,866	1,781
Drug Abuse	25	50	50
Juvenile Services	49	54	45
Jail Fund	150	373	150
Federal Asset Sharing	20	40	15
State Condemnation Fund	50	25	25
Community Centers	456	506	456
Development Authority	933	1,042	0
Hotel/Motel Tax	288	421	452
Multiple Grant Fund	10	0	0
Community Greenspace Fund	536	0	0
Fire Services Fund	4,016	5,005	6,323
Sheriff's Donations	0	0	10
Insurance Premium Tax Fund	0	3,525	4,252
Community Events	0	0	20
Road/Drainage Projects	12,729	1,400	1,500
1998 General Obligation Bond	0	0	0
Sales Tax (96/00)	3,000	2,800	0
Sales Tax (01/05)	36,071	25,832	12,692
2004 GO Bond	0	10,518	9,550
Sales Tax (06/10)	0	7,032	13,598
Debt Service – Property Tax	1,885	1,950	2,002
Debt Service – Sales Tax	0	6,600	5,463
Water & Sewer	17,200	19,432	20,279
Storm Water Utility	2,136	3,194	2,447
Solid Waste Management	1,709	2,044	929
Solid Waste Authority	2,104	2,291	0
Employee Medical Plan	3,552	4,229	4,838
Risk Management	923	931	937
Customer Service & Information Center	94	116	129
Total County Budget	\$132,362	\$147,879	\$139,220

PERFORMANCE MEASURES

	<u>Actual</u> <u>FY 2004/05</u>	<u>Estimated</u> <u>FY 2005/06</u>	<u>Forecast</u> <u>FY 2006/07</u>
Efficiency:			
Number of invoices processed /FTE	3,274	3,424	3,648
Cost per invoice processed	\$3.66	\$3.69	\$3.66
Dun & Bradstreet paydex score (maximum = 80)	78	78	78
Effectiveness:			
Revenue projection accuracy (Goal: within +/-5%)			
General Fund	99%	99%	99%
Other Funds	95%	95%	95%
Expenditure Projection accuracy (Goal: within +/- 5%)			
General Fund	98%	99%	98%
Other Funds	95%	95%	95%
Finance operations expense as a % of total Columbia County Expenditures	.47%	.50%	.50%

STAFFING

	<u>Actual</u> <u>FY 2004/05</u>	<u>Estimated</u> <u>FY 2005/06</u>	<u>Forecast</u> <u>FY2006/07</u>
Finance Director	1	1	1
Accounting Manager	1	1	1
Project Accountant	1	1	1
Budget Accountant	1	1	1
Staff Accountant	0	0	1
Payroll Analyst	1	1	1
Accounting Coordinator	1	1	1
Accounting Assistant	1	1	1
Accounting Clerk	1	1	1
Administrative Coordinator	<u>1</u>	<u>1</u>	<u>1</u>
TOTAL	9	9	10

VEHICLE SCHEDULE

	<u>Actual</u> <u>FY 2004/05</u>	<u>Estimated</u> <u>FY 2005/06</u>	<u>Forecast</u> <u>FY 2006/07</u>
Authorized Vehicles	0	0	0
Vehicle Allowances	1	1	1

FINANCIAL MANAGEMENT
BUDGET LISTING

ACCOUNT	2005 Actual Expense	2006 Adopted Budget	2006 Amended Budget	2006 Actual Expense	2007 Dept. Head Requested	2007 Committee Review	2007 Commission Approved	% CHANGE
=====								
Fund 1111 - General Fund								
=====								
Department 4002 - Finance								

EX01 Personnel								
0300.0000 Salaries & Wages	296,665	351,719	342,985	299,593	364,762	364,762	364,762	6 %
0305.0005 Vacation	14,343	0	0	13,891	0	0	0	0 %
0305.0010 Sick Leave	20,082	0	0	3,012	0	0	0	0 %
0305.0015 Holiday Pay	11,500	0	0	10,389	0	0	0	0 %
0310.0001 Employee Med & Dental	36,626	41,827	43,797	29,408	22,840	22,840	22,840	48 %
0310.0002 Group Life Insurance	278	275	275	276	304	304	304	11 %
0310.0003 Retirement	25,990	26,316	25,792	25,244	24,710	24,710	24,710	4 %
0310.0015 Fica	25,845	26,907	26,239	24,912	25,462	25,462	25,462	3 %
0310.0020 Worker's Compensation	545	1,196	1,196	1,141	1,132	1,132	1,132	5 %
0310.0030 Expense Allowance	8,144	8,412	8,412	8,765	9,175	9,175	9,175	9 %
0311.0000 New Personnel Requests	0	0	0	0	40,750	40,750	40,750	0 %
0312.0000 Unemployment Insurance	281	281	281	268	266	266	266	5 %
Personnel TOTAL	440,299	456,933	448,977	416,899	489,401	489,401	489,401	9 %

EX02 Supplies								
0365.0000 Postage	2,690	4,500	4,500	3,289	4,500	4,500	4,500	0 %
0390.0000 Office Supplies	5,433	5,000	0	0	0	0	0	0 %
0420.0000 Operating Materials/Supp	8,276	6,000	11,000	10,544	11,000	11,000	11,000	0 %
0460.0000 Utilities	15,795	0	0	0	0	0	0	0 %
0664.0000 Books & Reports	499	1,000	1,000	597	1,000	1,000	1,000	0 %
Supplies TOTAL	32,693	16,500	16,500	14,430	16,500	16,500	16,500	0 %

DOCUMENTS FOR CLASSIFICATION: 1111 4002		EX02		Supplies				
0420.0000 Operating Materials								
Toner \$3,000								
Checks 2,000								
W-2s, 1099s 500								
Other 500								

EX04 Contract								
0503.0000 Accounting Fees	49,296	60,000	60,000	35,866	60,000	60,000	60,000	0 %
0524.0000 Contract O/S Svs	13,437	5,000	5,000	2,802	5,000	5,000	5,000	0 %
0528.0000 General O/S Svs	108	0	0	0	0	0	0	0 %
0657.0000 Travel/Training/Conferen	1,656	3,000	3,000	1,531	3,000	3,000	3,000	0 %
0658.0000 Dues & Subscriptions	3,101	3,600	3,600	2,853	3,600	3,600	3,600	0 %
0662.0000 Communications	2,607	2,500	2,500	78	2,500	2,500	2,500	0 %
0663.0000 Printing	4,458	5,600	5,600	5,480	5,600	5,600	5,600	0 %
Contract TOTAL	74,663	79,700	79,700	48,610	79,700	79,700	79,700	0 %

DOCUMENTS FOR CLASSIFICATION: 1111 4002		EX04		Contract				
0524.0000 O/S Services Contract \$5,000								

Columbia County **LIVE**
DATE 6/22/06
TIME 9:03:02

F I N A N C I A L M A N A G E M E N T
BUDGET LISTING

PAGE 46
BP0200
LDELOACH

ACCOUNT	2005 Actual Expense	2006 Adopted Budget	2006 Amended Budget	2006 Actual Expense	2007 Dept. Head Requested	2007 Committee Review	2007 Commission Approved	% CHANGE
=====								
Fund 1111 - General Fund								
=====								
Department 4002 - Finance								

\$ 2,000 copier usage								
1,500 Capital Asset management software								
1,500 other accounting services								
0657.0000 Travel/Training \$3,000								
Funds needed to maintain professional certifications and continuing education - includes seminar fees, lodging, mileage and meals - savings achieved through on-line training								
0658.0000 Dues & Subscriptions \$3,600								
\$170.00 AICPA								
195.00 GSCPA								
560.00 GFOA (3 memberships)								
200.00 GGFOA (4 memberships)								
95.00 AGA								
50.00 GA STATE BD OF ACCOUNTANCY								
196.00 DUN & BRADSTREET								
20.00 GA COUNTY GUIDE								
153.00 PPC GOV'T FINANCIAL STATEMENTS								
242.00 GOVT GAAP UPDATE SERVICE								
486.00 MILLER GOV'T GAAB GUIDES (3)								
480.00 GFOA CAFR Award Program								
120.00 GASB BASIC SUBSCRIPTION								
38.00 COLUMBIA COUNTY NEWS TIMES								
299.00 Progressive Business Publications (A/P update)								
77.00 Excel newsletter								
30.00 Businessweek								
108.00 Intl Assoc of Admin Professionals								
81.00 misc								
0663.0000 Printing \$5,600								
\$2,500 CAFR								
2,500 Budget book								
600 Budget Bits								
Finance TOTAL :	547,655	553,133	545,177	479,939	585,601	585,601	585,601	7 %

*Inspired by the
Challenge*



Professionalism.
Innovation.
Leadership.

Achievement of
Excellence
in Procurement

OUTSTANDING AGENCY
ACCREDITATION
ACHIEVEMENT
AWARD
NIGP

PROCUREMENT DEPARTMENT

4003

MISSION STATEMENT

To provide operating departments with goods and services in a timely and efficient basis, at the right quantity, quality and lowest overall cost. We maintain the public's trust by reducing the County's exposure to criticism and lawsuits associated with spending taxpayer dollars.

VISION STATEMENT

Bidding laws have been established to guard the public against favoritism, improvidence, extravagance, fraud and corruption, and to maintain a high level of confidence in the propriety of the acquisition process of our public bodies. Overall, we are inspired by the challenge to relentlessly pursue cost containment, best value, new outsourcing initiatives and 100% customer satisfaction.

DEPARTMENT DESCRIPTION

Procurement is responsible for overseeing an automated purchasing system, guiding departments with the writing of specifications / requests for proposals, processing and analyzing all bids and proposals, and identifying new services that can be privatized / outsourced. Procurement is charged with operating a warehousing facility for the storage of County supplies / equipment and disposing of surplus property in a cost effective manner. Procurement oversees a County-wide contract management strategy that efficiently establishes, coordinates, and monitors all price and service agreements. Finally, Procurement is also responsible for the receipt, storage and retrieval of County record retention files, and the day-to-day operations of delivering mail and supplies to County departments.

GOALS FOR FY 2006 / 2007

- Continue to focus on the use of "Best Procurement Practices" and training for all departments.
- Constantly seek new Bid/RFP Opportunities:
 - Catering Services
 - Tires
 - Alarm / Security System Services
 - Auto Parts
 - Uniform Cleaning
 - Batteries
- Pursue purchasing goods / services where applicable utilizing Reverse Auctions.
- Implement an online-web-enabled credit card processing tool.
- Begin using a third online-web-enabled tool – the Georgia Registry - to distribute bid packages.
- Use Return on Investment (ROI) to determine potential projects to pursue in-house vs outsourcing.
- Implement a more efficient process to view surplus furniture through the use of an online display system. This will save an enormous amount of time by reducing the need for departments to visit the warehouse.
- Re-seek accreditation and certification through the National Purchasing Institute (NPI) and the National Institute of Governmental Purchasing (NIGP) by pursuing the "Achievement of Excellence in Procurement" award and the "Outstanding Agency Accreditation Achievement"

Award.”

- Encourage departments to place quotes on our online bid dissemination system.

ACCOMPLISHMENTS

- Held training for all departments and focused on the use of “Best Procurement Practices”.
- Surveyed customers to gauge our department’s overall performance. Responses were clearly positive.
- Sought new Bid/RFP Opportunities: Water & Sewer Bill Printing Services, Natural Gas, Uniform Shirts, etc.
- Guided the County through the Enterprise Resource Planning & Building Standards software selection process.
- Successfully utilized GovDeals.com to dispose of surplus items to the highest bidders. Encouraged other area governments to utilize the service as well.
- Enhanced Record Retention operations by implementing an organizational wide database.
- Pursued accreditation through the National Purchasing Institute (NPI) and received the “Achievement of Excellence in Procurement” award. We now possess both national certifications as we have also received the “Outstanding Agency Accreditation Achievement Award” from the National Institute of Governmental Purchasing (NIGP).
- Savings Analysis: (As of submission to the Finance Office – April 2006)
 - Savings Directly Attributed To The Bid / RFP **PROCESS**. **\$2,316,794**
(Awarded Vendor’s Price Subtracted From Vendors’ Avg Price)
 - Major **INNOVATIVE** Savings For Fiscal Year 2005 / 2006 **\$2,137,417**
 - Total New Additions Year-To-Date (FY 2005-2006) **\$4,454,211**

We utilize both metrics as a gauge to compare year-to-year performance for our office and the positive impact Procurement has on the County.

WORKLOAD MEASUREMENTS

	Actual <u>FY 2004/2005</u>	Estimated <u>FY 2005/2006</u>	Forecast <u>FY 2006/2007</u>
Competitive Bids	75 (65%)	80 (66%)	85 (65%)
Competitive RFP’s and RFQ’s	41 (35%)	40 (34%)	45 (35%)
Total	116	120	130
Purchase Orders	13,429	13,500	14,300
Surplus Sales	6	6	6
Surplus Sales Revenue	\$80,000	\$100,000	\$80,000
U.S. Mail- Outgoing	100,963	106,200	107,000
U.S. Mail- Received	83,840	88,400	89,000
Interoffice	7,200	7,300	7,400
Retention Boxes Received	370	350	390
Retention Boxes Shredded	287	300	350
Total Saved from Bid/RFP Process	\$5,323,634	\$4,454,211	\$5,000,000
Contracts Monitored	97	100	100
Contracts Managed	<u>10</u>	<u>11</u>	<u>15</u>
Total	107	111	115

NIGP Accreditation Achievement Award	YES	YES	YES
NPI Achievement of Excellence Award	N/A	YES	YES

STAFFING

	Actual FY 2004/2005	Estimated FY 2005/2006	Forecast FY 2006/2007
Procurement Manager	1	1	1
Contract Analyst	1	1	1
Buyer II	1	1	1
Warehouse Foreman	1	1	1
Administrative Coordinator	1	1	1
Furniture, Fixtures, Equipment Coordinator	0	0	1
Contract Clerk	1	1	0
Procurement Clerk	1	1	1
Courier	1	1	1
	8	8	8

VEHICLE SCHEDULE

	Actual FY 2004/2005	Estimated FY 2005/2006	Forecast FY 2006/2007
Authorized Vehicles	2	2	2
Vehicle Allowances	2	2	2
Heavy Equipment	1	1	1

BUDGET HIGHLIGHTS

As Columbia County continues to grow in population so do the wants and needs of the departments we support and well as our citizens. We have in turn responded by requesting funding for new projects which will allow us to provide better services.

For example, we have requested funding in the amount of \$6,000 to construct office space in our Warehouse for the Warehouse Foreman and Courier. This will allow staff to fully monitor deliveries / pickup of supplies and surplus items by other departments and citizens.

Funding in the amount of \$8,000 has been requested for the purchase of a utility cart for delivery of supplies and site maintenance throughout the Government Center Campus. Fuel will be saved as compared with the pickup truck we currently use and other departments will have access to it on an as-needed basis.

Procurement reorganized again this year in an effort to become more efficient. This new arrangement is anticipated to increase our response rate on contracts and FF&E:

- Administration Support: Procurement Card Processing, Purchase Order Inputting, Payroll Entering, Office Supply Assistance, etc.
- Bid / RFPs: Research, Writing, and Evaluation Services
- Contracting: Writing, Review, and Monitoring Services
- Furniture, Fixture, & Equipment: Coordination of Purchases, Installation, etc.
- Warehousing / Delivery: Record Retention / Storage, Excess / Surplus Processing, and Mail Services

Columbia County **LIVE**
DATE 6/22/06
TIME 9:03:02

F I N A N C I A L M A N A G E M E N T
BUDGET LISTING

PAGE . 47
BP0200
LDELOACH

ACCOUNT	2005 Actual Expense	2006 Adopted Budget	2006 Amended Budget	2006 Actual Expense	2007 Dept. Head Requested	2007 Committee Review	2007 Commission Approved	% CHANGE
=====								
Fund 1111 - General Fund								
=====								
Department 4003 - Procurement/Distribution								

EX01 Personnel								
0300.0000 Salaries & Wages	208,854	255,379	250,853	216,482	271,624	271,624	271,624	8 %
0305.0000 Overtime Permanent Pay	1,300	2,500	2,500	1,784	2,500	2,500	2,500	0 %
0305.0005 Vacation	12,916	0	0	13,189	0	0	0	0 %
0305.0010 Sick Leave	5,399	0	0	4,218	0	0	0	0 %
0305.0015 Holiday Pay	8,024	0	0	7,112	0	0	0	0 %
0310.0001 Employee Med & Dental	44,269	49,849	51,280	44,988	48,518	48,518	48,518	5 %
0310.0002 Group Life Insurance	228	242	242	233	267	267	267	10 %
0310.0003 Retirement	17,486	17,384	17,112	17,147	17,248	17,248	17,248	1 %
0310.0015 Fica	17,604	19,536	19,190	18,067	20,779	20,779	20,779	8 %
0310.0020 Worker's Compensation	1,219	2,659	2,659	2,655	2,813	2,813	2,813	6 %
0310.0030 Expense Allowance	9,538	9,864	9,864	10,287	10,267	10,267	10,267	4 %
0312.0000 Unemployment Insurance	196	204	204	203	217	217	217	6 %
Personnel TOTAL :	327,033	357,617	353,904	336,365	374,233	374,233	374,233	6 %

EX02 Supplies								
0318.0000 Uniforms	1,029	1,300	1,300	628	1,300	1,300	1,300	0 %
0365.0000 Postage	1,662	2,200	2,200	1,018	1,800	1,800	1,800	18 %
0390.0000 Office Supplies	2,361	2,100	0	0	0	0	0	0 %
0420.0000 Operating Materials/Supp	4,630	4,400	5,500	4,223	6,500	6,500	6,500	18 %
0460.0000 Utilities	14,040	0	0	0	0	0	0	0 %
0564.0000 Minor Property Expense	10,721	0	4,200	0	0	0	0	0 %
0631.0000 Inventory Variance	42	0	0	0	0	0	0	0 %
0631.0500 Inventory Receipt	77	0	0	0	0	0	0	0 %
0635.0000 Vehicle/Equip Tires	403	500	500	26	500	500	500	0 %
0640.0000 Gas, Oil, Diesel Fuel	2,627	2,500	3,133	3,363	3,500	3,500	3,500	12 %
0664.0000 Books & Reports	0	1,000	1,000	115	1,000	1,000	1,000	0 %
Supplies TOTAL :	37,592	14,000	17,833	9,373	14,600	14,600	14,600	18 %

EX04 Contract								
0524.0000 Contract O/S Svs	13,445	4,100	3,100	2,573	3,000	3,000	3,000	3 %
0528.0000 General O/S Svs	1,026	2,000	1,800	824	10,000	2,000	2,000	11 %
0532.0000 Administrative Fees	0	0	0	1,458	13,500	0	0	0 %
0554.0000 Gen Repairs/Maint	21	250	250	209	250	250	250	0 %
0630.0000 Veh Repairs/Maint	471	600	600	160	600	600	600	0 %
0657.0000 Travel/Training/Conferen	6,900	8,500	7,500	6,904	8,500	8,500	8,500	13 %
0658.0000 Dues & Subscriptions	901	1,100	1,100	1,081	1,100	1,100	1,100	0 %
0659.0000 Rent On Buildings	34,580	36,374	36,374	33,814	32,120	32,120	32,120	12 %
0662.0000 Communications	4,222	4,000	3,000	661	4,000	4,000	4,000	33 %
0663.0000 Printing	710	600	600	480	1,000	1,000	1,000	67 %
Contract TOTAL :	62,276	57,524	54,324	48,164	74,070	52,570	52,570	3 %

DOCUMENTS FOR CLASSIFICATION: 1111 4003

EX04

O/S Svs Contracts

Columbia County **LIVE**
DATE 6/22/06
TIME 9:03:02

F I N A N C I A L M A N A G E M E N T
BUDGET LISTING

PAGE 48
BP0200
LDELOACH

ACCOUNT	2005 Actual Expense	2006 Adopted Budget	2006 Amended Budget	2006 Actual Expense	2007 Dept. Head Requested	2007 Committee Review	2007 Commission Approved	% CHANGE
=====								
Fund 1111 - General Fund								
=====								
Department 4003 - Procurement/Distribution								

PO Box fees for 498 & 2450	= 250							
Copier Maintenance Agreement	= 2,750							
TOTAL	= 3,000							
DOCUMENTS FOR CLASSIFICATION: 1111 4003			EX04		Building Rent			
Rent for Dept of Motor Vehicle Office								
DOCUMENTS FOR CLASSIFICATION: 1111 4003			EX04		General O/S Svs			
Site Tours / Presentations during RFP process = \$2,000								
EX09 Capital								
0814.0000 Computers/Communica Equi	6,127	0	0	0	1,500	1,500	1,500	0 %
0815.0000 Other Equipment	0	0	0	0	24,000	0	0	0 %
Capital TOTAL :	6,127	0	0	0	25,500	1,500	1,500	0 %
DOCUMENTS FOR CLASSIFICATION: 1111 4003			EX09		0814.0000 - Computers / Equip			
Fax Machine = \$1,500								
100# Auto Dialer								
Journal Sheet Prints as a Copy of Cover Page								
Proc/Dist TOTAL :	433,028	429,141	426,061	393,902	488,403	442,903	442,903	4 %

Columbia County **LIVE**
DATE 6/22/06
TIME 9:03:02

F I N A N C I A L M A N A G E M E N T
BUDGET LISTING

PAGE 49
BP0200
LDELOACH

ACCOUNT	2005 Actual Expense	2006 Adopted Budget	2006 Amended Budget	2006 Actual Expense	2007 Dept. Head Requested	2007 Committee Review	2007 Commission Approved	% CHANGE
=====								
Fund 1111 - General Fund								
=====								
Department 4004 - Contingency								

EX07 Other Cost								
0670.0000 Operating Contingency	0	872,806	634,127	0	0	598,016	558,016	12-%

Other Cost TOTAL :	0	872,806	634,127	0	0	598,016	558,016	12-%

Contingenc TOTAL :	0	872,806	634,127	0	0	598,016	558,016	12-%

Information Technology

4005

MISSION STATEMENT

Information Technology will deliver excellent support services to County agencies so they can serve our customers effectively.

DEPARTMENT DESCRIPTION

The Information Technology Department is responsible for administration of computer and communication services which includes hardware and software, networking, training, software development, telephones, pagers, cell phone and communication infrastructure.

Information Technology (IT) is a department of the Management Services Division that provides technology integration and support services. These service teams include Technical Support, Business Solutions and Data Management, Communications and Business Administration. IT support staff places a major emphasis on departments that have direct interaction with the public. The "customers" IT supports fall into three categories:

- Public – citizens and external government agencies
- Constitution Offices – funded by the Board of Commissioners
- County Departments that report directly to the Board of Commissioners

IT supports more than 675 clients in more than 60 Columbia County sites. Critical services are provided both onsite, and on-call support, 365 days a year, 7 days a week, 24 hours a day.

Technical Support Team: The Technical Support Team (TST) is responsible for operating Help Desk, managing Intel and AS/400 (iSeries) servers, network file storage including retrieval and backup, supporting personal computers and peripherals attached to the county network. TST is also responsible for computer room environmental equipment, maintenance, installation, inventory, training, documentation, and writing specifications of all supported hardware and software, and operating systems.

The Help Desk's mission is to provide customers with prompt and courteous service. The Help Desk will initially troubleshoot problems then if needed escalate and route calls to appropriate staff. Help Desk staff will also update customers on the status of request until the problem has been resolved.

TST provides support for a standard desktop that includes: file and print sharing, e-mail, office

automation products, security and anti-virus products and Internet access. Upgrades and replacement of these products are routine managed by TST. Specialized desktops are also maintained and supported with applications such as GIS.

Business Solutions Team: The Business Solutions Team (BST) is responsible for project management, applications acquisition and/or development and software systems implementation and business analysis services are offered to IT clients. Business applications supported includes server, desktop, PDA's and web applications.

Application integration services are provided on an as-needed basis. Direct database management and integration services are provided to IT clients. Data integrity and consistency are maintained in accordance with data architecture standards. BST is also responsible for application support, training, documentation, installation and security.

Communication Service Team: The Communications Services Team (CST) is responsible for the "highways" that deliver information to the public and between County staff. Wide Area Networks (WANs) and Local Area Networks (LAN's) provide communications means among departmental work group members. CST provides voice and non-emergency telecommunications planning and support services, LAN-based connectivity services, WAN-based intersection links with other County agencies, and Internet connectivity for the public.

CST provides support for the following equipment: phone systems, routers, switches, firewalls, wireless, cabling, and circuits. CST is also responsible network security and administration, training, maintenance, inventory, documentation and for writing specifications for all supported communication equipment.

Business Administration Team: The Business Administration Team (BAT) is responsible for providing administrative support to the three IT teams. This support is not limited to paying invoices, correspondence, budgets, scheduling meeting, office supplies, RFP's and coordinating ITAC meetings. BAT also issue and manage cell phones, pagers and radios issued to various county departments.

GOALS FOR FY 2006-2007

- Implement new Enterprise Resource Planning System (ERP) starting July 2006
- Evaluate and purchase servers, storage and software needed to support ERP system
- Upgrade Wide Area Network to support new ERP system
- Increase network security by installing desktop security agents on all personal computers
- Improve cable management in data closets at remote County sites
- Replacement of older equipment (PCs, Laptops, Servers, UPS, PDAs, Switches, Printers)
- Assist with relocating Engineering Services, Emergency Services, Traffic Engineering and Board of Elections
- Create Electronic File transfer site for Engineers and Developers to submit plans
- Update Information Technology Standard Operating Procedures
- Reduce network outages by installing redundant equipment in critical areas
- Implement Intranet site using Sharepoint technology
- Provide Spyware protection for users
- Upgrade Maps Online system to improve response times for our customers
- Provide communication installation support for Reed Creek Wetlands Interpretive Center and Wildwood and Blanchard Wood parks
- Providing project management, installation and support for the Radio Frequency Identification (RFID) security system, Print Management, Computer Reservation and at Euchee Creek and Harlem libraries
- Upgrading Audio Visual presentation equipment in following conference rooms Board of Commissioners, Procurement and General Conference Room in building A.
- Install Electronic Messaging System at the new Library to inform patrons of upcoming events
- Install fiber at Euchee Creek campus to support RFID book security system at Euchee Creek Library
- Provide fifty days of on-site computer training to county staff
- Upgrade Web Content Management System to provide additional features to our citizens
- Install Cisco IP Telephony System in various county departments
- Provide Recreation activity registration on the Internet to enhance service to our citizens
- Provide sufficient resources for all IT Staff to pass the Information Infrastructure Library (ITIL) Foundation exam

ACCOMPLISHMENTS FOR FY 2005-2006

- Provided computer training (basic skills, Adobe Writer, Microsoft Office products) to 473 employees.
- Five Information Technology staff members were Board of Commissioners Employee of the Month for 2005
- Sixteen (16) staff members passed the Information Technology Infrastructure Library (ITIL) Foundation Exam. ITIL is the most widely accepted approach to Information Technology Service Management in the world.
- Developed and implemented new browser based Records Retention Management System
- Developed and implemented browser based self service Open Enrollment Benefit System
- Received the 2005 Best of Web Award from Digital Government for County Web Site
- Coordinated and assisted current software vendor with the new state requirements for the PT-61 Sales Transfer Interface project for Tax Commissioner and Tax Assessor offices.
- Installed wireless access points in twenty-two county facilities for mobile staff.
- Updated Information Technology support standards manual.
- Developed Virtual Private Network (VPN) and wireless access policies and procedures
- Created Public Wireless Access brochure for the new Library
- Information Technology started participating in the new hire orientations.
- Created public wireless access logo to be place on county facilities with free wireless Internet Access to our citizens.
- Upgraded network security with Virtual Local Networks (VLAN), Intrusion Detection System (IDS), and web content filtering, and added Secure Remote Access (VPN).
- Upgraded Internet Access Speeds to accommodate current and future services.
- Replaced 103 Personal Computers, 125 Uninterruptible Power Supplies (UPS), 17 Printers, 50 Personal Digital Assistances (PDA), and 1 GIS Workstation computer.
- Implemented Enterprise Service Desk System to improve internal processes in Information Technology while improving customer service.
- Implemented integrated Recreation and Facility Management System to track all program registration activities including management of gym membership, facility reservations, league scheduling, and equipment rentals.
- Installed Cisco IP Telephony system at Columbia County Library, Customer Service, Information Technology, Sheriff Office, Sheriff Sub Station and Water Works.

- Installed and upgraded 19 network switches, 4 routers, and 342 IP phones
- Provided project management, installation and support for the Radio Frequency Identification (RFID) security system, Print Management, Computer Reservation and Audio Visual systems at the new Library
- Columbia County new Library has 21 printers, 12 OPAC terminals, 73 personal computers, and over 15 miles of category 6 computer cable
- Installed approximately one mile of fiber connecting various county buildings.
- Provided relocation services for Engineering, GIS, Traffic Engineering, DMV, Community Services and Sheriff Sub-Station

WORKLOAD MEASUREMENTS

	<u>Actual FY 04/05</u>	<u>Estimated FY 05/06</u>	<u>Forecast FY 06/07</u>
Personal Computers	525	450	540
Printers	300	306	264
Communication/Miscellaneous Equipment	2,132	1,887	1,976
Terminals	18	16	16
Outside Hardware service calls placed	61	39	42
Software service calls placed	75	40	45
Employees Trained	100	125	473
Systems Developed	2	2	1
Number of Users	692	633	690
Number of Service Requests	2,617	6,125	7,000
Number of Telephone Lines	581	676	786
Number of Cell Phones	279	273	116
Number of Pagers	268	278	282
Number of Email Transactions	964,313	1,014,408	2,781,252
Technical Staff to User Ratio	6 to 115	7 to 90	7 to 99
Application Staff to User Ratio	6 to 115	7 to 90	7 to 99
Communications Staff to User Ratio	2 to 291	4 to 169	4 to 197

PERFORMANCE MEASURES

	<u>Actual</u> <u>FY 04/05</u>	<u>Estimated</u> <u>FY 05/06</u>	<u>Forecast</u> <u>FY 06/07</u>
Routine Service Requests Completed:	98.00%	98.34%	98.40%
Exceeded Customer Satisfaction	91.90%	94.00%	94.00%
Projects Completed	97.59%	98.00%	98.00%

STAFFING

	<u>Actual</u> <u>FY 04/05</u>	<u>Estimated</u> <u>FY 05/06</u>	<u>Forecast</u> <u>FY 06/07</u>
Manager Information Technology	1	1	1
Technical Support Manager	1	1	1
Application System Manager	1	1	1
Communications Support Manager	1	1	1
Server Administrator	1	1	1
Sr. Systems Analyst	1	1	1
Systems Analyst	4	4	4
Sr. Network Analyst	1	1	1
Network Specialist	3	4	4
Communication Specialist	1	1	1
Service Desk Analyst	1	1	1
Business Application Analyst	—	1	1
Infrastructure Specialist	—	2	2
Administrative Coordinator	<u>1</u>	<u>1</u>	<u>1</u>
TOTAL	17.0	21.0	21.0

VEHICLE SCHEDULE

	<u>Actual</u> <u>FY 04/05</u>	<u>Estimated</u> <u>FY 05/06</u>	<u>Forecast</u> <u>FY 06/07</u>
Vehicle Allowances	<u>10</u>	<u>13</u>	<u>13</u>
TOTAL	10.0	13.0	13.0

Columbia County **LIVE**
 DATE 6/22/06
 TIME 9:03:02

F I N A N C I A L M A N A G E M E N T
 BUDGET LISTING

PAGE 50
 BP0200
 LDELOACH

ACCOUNT	2005 Actual Expense	2006 Adopted Budget	2006 Amended Budget	2006 Actual Expense	2007 Dept. Head Requested	2007 Committee Review	2007 Commission Approved	% CHANGE
=====								
Fund 1111 - General Fund								
=====								
Department 4005 - Information Technology								

EX01 Personnel								
0300.0000 Salaries & Wages	608,448	713,190	757,350	678,732	867,069	867,069	867,069	14 %
0305.0000 Overtime Permanent Pay	18,299	10,000	10,000	9,780	10,000	10,000	10,000	0 %
0305.0005 Vacation	39,018	0	0	42,594	0	0	0	0 %
0305.0010 Sick Leave	15,525	0	0	13,781	0	0	0	0 %
0305.0015 Holiday Pay	30,432	0	0	32,450	0	0	0	0 %
0310.0001 Employee Med & Dental	91,955	86,142	90,138	95,421	107,230	107,230	107,230	19 %
0310.0002 Group Life Insurance	553	519	519	627	748	748	748	44 %
0310.0003 Retirement	45,382	41,254	43,904	51,892	52,330	52,330	52,330	19 %
0310.0015 Fica	54,766	51,394	54,773	60,397	66,331	66,331	66,331	21 %
0310.0020 Worker's Compensation	1,180	2,331	2,331	2,857	2,996	2,996	2,996	29 %
0310.0030 Expense Allowance	38,105	53,916	54,616	48,996	53,597	62,497	62,497	14 %
0311.0000 New Personnel Requests	0	0	126,022	0	0	1,961	1,961	98 %
0312.0000 Unemployment Insurance	600	537	537	661	694	694	694	29 %
Personnel TOTAL	944,263	959,283	1,140,190	1,038,188	1,160,995	1,171,856	1,171,856	3 %

EX02 Supplies								
0365.0000 Postage	318	150	300	321	350	350	350	17 %
0390.0000 Office Supplies	1,738	1,600	0	0	0	0	0	0 %
0420.0000 Operating Materials/Supp	35,052	30,000	31,450	28,611	35,000	35,000	35,000	11 %
0460.0000 Utilities	30,260	0	0	1,187	0	0	0	0 %
0564.0000 Minor Property Expense	479,820	0	552,500	487,578	0	0	0	0 %
0664.0000 Books & Reports	204	325	325	165	325	325	325	0 %
Supplies TOTAL	547,392	32,075	584,575	517,862	35,675	35,675	35,675	94 %

EX04 Contract								
0524.0000 Contract O/S Svs	409,479	432,000	427,500	406,423	520,000	520,000	520,000	22 %
0528.0000 General O/S Svs	204	0	0	0	0	0	0	0 %
0551.0000 Equipment Repairs	7,578	7,500	7,500	7,674	12,000	12,000	12,000	60 %
0657.0000 Travel/Training/Conferen	65,979	55,000	59,500	54,778	100,000	100,000	100,000	68 %
0658.0000 Dues & Subscriptions	363	400	400	324	400	400	400	0 %
0662.0000 Communications	56,780	76,200	75,500	38,414	77,200	77,200	77,200	2 %
0663.0000 Printing	55	200	200	0	200	200	200	0 %
Contract TOTAL	540,438	571,300	570,600	507,613	709,800	709,800	709,800	24 %

DOCUMENTS FOR CLASSIFICATION: 1111 4005

0524.0000 Outside Service Contracts	-	EX04	
Microsoft Enterprise Agreement	-	\$ 520,000	
with GTA 550 license	-	95,000	
Tax Software Annual Maintenance	-	21,000	
Financial Software Annual Maint	-	51,800	
Public Safety Software Maint	-	59,000	
Courts Software Maint	-	15,000	

Contract

Columbia County **LIVE**
 DATE 6/22/06
 TIME 9:03:02

F I N A N C I A L M A N A G E M E N T
 BUDGET LISTING

PAGE 51
 BP0200
 LDELOACH

ACCOUNT	2005 Actual Expense	2006 Adopted Budget	2006 Amended Budget	2006 Actual Expense	2007 Dept. Head Requested	2007 Committee Review	2007 Commission Approved	% CHANGE
Fund 1111 - General Fund								
Department 4005 - Information Technology								
Optio Maintenance	- 2,300							
Windows Server Maintenance	- 5,000							
Icom Manager Software Maint	- 500							
UPS Annual Maintenance	- 5,145							
Computer Hardware Maintenance	- 25,000							
Copier Usage	- 2,000							
CISCO Switches/Routers/IP Phones	- 50,000							
IBM OS/400 Software Maintenance	- 7,500							
170 - 1500.00 820 - 6000.00								
Websence Content Subscription	- 14,410							
Internet Projects	- 15,000							
(outsourcing)								
Networking Projects	- 15,000							
(Outsourcing)								
PK/Zip for As/400 Maintenance	400							
DBU software Maintenance	295							
Microsoft Essential Support	20,000							
Generator Maintenance	300							
Gumbo Software	150							
AS/400 Operating System Upgrades	2,500							
(Outsource Installation)								
Security Consulting Services	17,500							
3COM Software/Hardware Maintenance	5,000							
Computer room Environmental Bldg C	- 10,000							
FM200, AC Unit UPS, Humidifier								
Norton Antivirus Maintenance 24x7	20,000							
Ghost Software Maintenance	2,500							
Security Monitoring	1,200							
Vision Internet Site Hosting	- 3,000							
Chameleon Software Maintenance	- 8,500							
Recreation and Facilities Maint	- 12,000							
Help Desk Software Maintenance	- 12,000							
Storage Space for Judges at Icon	5,000							
Verisign for Credit cards/Email	2,000							
BackupExec Maintenance	12,000							
Baracuda Spam Firewall Maintenance	2,000							
0657.0000 Travel and Training	- \$100,000							
Tax software Training	- 4,000							
Recreation Software Tarining	- 5,000							
Help Desk Software Training	- 7,500							
Communication/Network Training	- 21,200							
Server/Equipment Training	- 10,000							
Application Development Training	- 10,000							
GA GMIS Spring & Fall Conf	- 2,300							
Contracted IT Training	- 30,000							

Columbia County **LIVE**
 DATE 6/22/06
 TIME 9:03:02

F I N A N C I A L M A N A G E M E N T
 BUDGET LISTING

PAGE 52
 BP0200
 LDELOACH

ACCOUNT	2005 Actual Expense	2006 Adopted Budget	2006 Amended Budget	2006 Actual Expense	2007 Dept. Head Requested	2007 Committee Review	2007 Commission Approved	% CHANGE
Fund 1111 - General Fund								
Department 4005 - Information Technology								
50 @600.00 per day new Microsoft Office products to be released Dec 2006								
ITIL Foundation Training	- 10,000							
0658.0000 Dues & Subscription	- \$ 400							
GMIS Dues	- 100							
Domain Subscription	- 150							
Windows 2000 Subscription	- 50							
ASP.Netpro Subscription	- 40							
SQL Server Subscription	- 60							
0662.0000 Communications	- \$77,200							
Voice & Modem lines	- 3,700							
Nextel Radios	- 4,000							
Pagers	- 1,000							
2 - Frame Relay Circuit	- 12,500							
Long Distance (Phone Support)	- 1,500							
Bell South(advertising,club Billing)	- 1,500							
Internet Connectivity	- 30,000							
Wiring additional phone/computer lines	- 5,000							
Unexpected Electronics, Repairs & wiring	- 10,000							
Justice Center GCIC Line	8,000							
EX09 Capital								
0814.0000 Computers/Communica Equi	130,864	0	0	0	1,054,344	700,510	700,510	0 %
Capital TOTAL	130,864	0	0	0	1,054,344	700,510	700,510	0 %

DOCUMENTS FOR CLASSIFICATION: 1111 4005
 Total Capital Computer Requests - \$700,510

EX09

Capital Computer Requests

1.Replacement of Older Equipment:

- 130 Desktop Computers
- 50 Laptops
- 10 Servers
- 17 Network Printers
- 25 Small Laser Printers
- 40 Inkjet Printers
- 1 Workstation

2.UPS units for desktops

3.Vision Internet .Net Upgrade

4.Network Security

MARS - compiles all data from switches, firewall,IDS,CSA,syslog,

FINANCIAL MANAGEMENT
BUDGET LISTING

ACCOUNT	2005 Actual Expense	2006 Adopted Budget	2006 Amended Budget	2006 Actual Expense	2007 Dept. Head Requested	2007 Committee Review	2007 Commission Approved	% CHANGE
Fund 1111 - General Fund								
Department 4005 - Information Technology								
and servers to determine events and security threats								
NAC - forces users to have most current virus definitions and								
CSA agent to log into the network								
5.Cisco IP Telephony Evans Campus								
6.Unified Messaging								
7.Cable Management in Closets								
Patriots Park, SRP, Range Road,Appling, Sheriff Office								
Senior Center								
8.Various Personal Computer Software Upgrades								
9.A/V Equipment for Conference Rooms								
10.Wide Area Network Upgrade								
Government Center, Sheriff Office, Patriots Park								
Range Road, Appling Courthouse, Savannah Rapids, Senior Center								
11.Metro Ethernet Monthly Charges								
12.Metro Ethernet Entrance Installation								
13.Network Switches								
14.E-Agenda								
IT TOTAL :	2,162,957	1,562,658	2,295,365	2,063,663	2,960,814	2,617,841	2,617,841	14 %

COUNTY ADMINISTRATOR

4006

MISSION STATEMENT

Responsible to the Board of Commissioners (BOC) for the proper administration of all affairs of the County.

DEPARTMENT DESCRIPTION

The County Administrator serves as the Chief Administrative Officer of the County government, supervises all division under the BOC, prepares the annual budget, confers with and assists all other County elected or appointed officials not under the direct control of the BOC, and prepares an annual briefing and annual report of the County as well as monthly flyers that are distributed to citizens.

ACCOMPLISHMENTS FOR FY 2005/06

- Facilitated an annual strategic planning session with Commissions and Division Directors
- Prepared a balanced budget with no mileage rate increase for the 8th year
- Continued to publish an annual report and a briefing as well as monthly newsletter and explore other media opportunities including cable television
- Initiated a GO Bond Program to pay for critically needed infrastructure
- Continued development of business plans for all divisions which outline expenses, revenues, and ways to improve service while containing or reducing costs
- Explored feasibility and conducted public meetings for an incorporated/consolidated city-county government to increase revenues and provide improved services
- Initiated focus with Division Directors to examine ways to provide services to a growing population and enhanced information to the Board of Commission for critical decisions on growth-related matters
- Completed and opened our new Library, Performing Arts, Amphitheater, and Memorial Garden
- Consolidated fire service with one provider for the unincorporated area of the County, purchased much needed equipment, and began construction on four new fire stations.
- Listed as #32 of the Best Places to Live in the Nation by MONEY Magazine
- Completed our five-year of the Growth Management Plan

GOALS FOR FY 2006/07

- Facilitate an annual strategic planning session with Commissions and Division Directors
- Prepare a balanced budget with no millage rate increase

- Continue to publish an annual report and a briefing as well as monthly newsletter and explore other media opportunities including cable television
- Put a referendum for a GO Bond Program to pay for critically needed infrastructure on the November ballot and, if passed, sell bonds in December and start projects
- Continue development of business plans for all divisions which outline expenses, revenues, and ways to improve service while containing or reducing costs
- Pursue feasibility for a consolidated city-county government to increase revenues and provide improved services with Legislative Delegation and citizens
- Initiate training program for Division Directors which examines ways to provide services to a growing population and enhanced information to the Board of Commission for critical decisions on growth-related matters.
- Work diligently on Blanchard Wood Park, Reed Creek Park, and the Evans Town Center Park as each serves a distinct and needed purpose in the County
- Continue to improve services and processes.

STAFFING

The department includes the County Administrator and the Public Relations Manager.

BUDGET HIGHLIGHTS

Focus in FY 2006/07 will be on the proposed bond referendum for infrastructure needs. The bond referendum would fund needed projects costing approximately \$40 million. A series of work sessions with the Commission and public meetings defined the projects to be covered by the bond. All departments will be impacted with an increased workload if these projects are approved by the citizens.

The historic transition from a subscription-based fire protection service to a property-taxed based service has been completed, and four new fire stations are being built and needed firefighting equipment has been purchased. Having 24/7 staffed stations throughout the unincorporated area of the County beginning July 2006 is a major accomplishment.

Public safety is a major responsibility of the Board of Commission and a new Sheriff's substation and Emergency Operations Center will open in July 2006 in the heart of the Evans Town Center.

Columbia County **LIVE**
 DATE 6/22/06
 TIME 9:03:02

F I N A N C I A L M A N A G E M E N T
 BUDGET LISTING

PAGE 54
 BP0200
 LDELOACH

ACCOUNT	2005 Actual Expense	2006 Adopted Budget	2006 Amended Budget	2006 Actual Expense	2007 Dept. Head Requested	2007 Committee Review	2007 Commission Approved	% CHANGE
=====								
Fund 1111 - General Fund								
=====								
Department 4006 - County Administrator								

EX01 Personnel								
0300.0000 Salaries & Wages	145,855	153,123	155,461	147,940	160,777	160,777	160,777	3 %
0305.0005 Vacation	3,129	0	0	1,294	0	0	0	0 %
0305.0015 Holiday Pay	1,798	0	0	1,832	0	0	0	0 %
0310.0001 Employee Med & Dental	7,512	7,525	8,383	6,287	5,685	5,685	5,685	32 %
0310.0002 Group Life Insurance	51	136	136	52	143	143	143	5 %
0310.0003 Retirement	13,151	12,250	12,390	13,307	12,862	12,862	12,862	4 %
0310.0015 Fica	10,960	11,714	11,893	10,808	12,299	12,299	12,299	3 %
0310.0020 Worker's Compensation	278	597	597	648	627	627	627	5 %
0310.0030 Expense Allowance	13,776	14,484	14,484	15,270	15,855	15,855	15,855	9 %
0312.0000 Unemployment Insurance	131	123	123	133	129	129	129	5 %
Personnel TOTAL :	196,641	199,952	203,467	197,571	208,377	208,377	208,377	2 %

EX02 Supplies								
0365.0000 Postage	42	0	0	0	0	0	0	0 %
0390.0000 Office Supplies	409	500	0	0	0	0	0	0 %
0420.0000 Operating Materials/Supp	299	0	500	758	500	500	500	0 %
0460.0000 Utilities	3,510	0	0	0	0	0	0	0 %
0564.0000 Minor Property Expense	841	6,950	6,950	3,954	6,950	6,950	6,950	0 %
0664.0000 Books & Reports	567	500	500	277	500	500	500	0 %
Supplies TOTAL :	5,668	7,950	7,950	4,989	7,950	7,950	7,950	0 %

EX04 Contract								
0524.0000 Contract O/S Svs	2,284	0	0	0	0	0	0	0 %
0528.0000 General O/S Svs	24	0	0	0	0	0	0	0 %
0657.0000 Travel/Training/Conferen	8,329	12,000	12,000	11,164	12,000	12,000	12,000	0 %
0658.0000 Dues & Subscriptions	1,588	1,800	1,800	578	1,800	1,800	1,800	0 %
0662.0000 Communications	1,453	0	0	88	0	1,500	1,500	0 %
Contract TOTAL :	13,678	13,800	13,800	11,830	13,800	15,300	15,300	11 %

County Adm TOTAL :	215,987	221,702	225,217	214,390	230,127	231,627	231,627	3 %

Columbia County Board of Elections

4007

Mission Statement

Our mission is to conduct fair and impartial elections, and to register the citizens to vote. We accomplish this mission by providing excellent customer service to candidates, the media and the voters, and by following, and helping the public to follow, all of the current Federal, State, and Local laws concerning voting and elections in Columbia County, Georgia.

Vision Statement

The Board of Elections is committed to meeting the election needs of the voters in Columbia County and continues to serve a growing population by maintaining accountability of all constituents.

Department Description

- Maintain registration records for the County, Cities of Harlem and Grovetown
- Conduct all county, state, federal and special elections
- Conduct municipality's elections for the cities of Grovetown and Harlem
- Provide information to federal and county jury commission in preparation of jury list
- Process all petitions for elections
- Receive and maintain all reports pertaining to the Georgia Ethics in Government Act
- Provide information on election law to candidates, public officials, civic groups and general public
- Provide training to poll workers and candidates.
- Promote and perform public education on elections for the schools in Columbia County.

Goals for 2006/2007

- Continue updating voting system
- Add new computer program/Absentee Touch Screen System
- Continue election support to the municipalities in the County
- Continue attending training sessions required by the Georgia Election Code
- Continue providing election training to poll workers, candidates and general public
- Establish more voting precincts by 2008
- Program for the new electronic voting
- To conduct more public training on the election process
- Acquire additional office space
- Acquire warehouse space for Touch Screen units with carts
- Hire additional fulltime staff
- Program for the new Express Poll electronic voting list.

Accomplishments

- Along with the State of Georgia implemented and conducted the first uniform method of electronic voting.
- Implemented Optical Scan Voting for Absentee
- Trained over 380 Poll Workers on the new DRE Voting System
- Completed certifications for all employees and Board Members
- Updated over 150,000 registration and elections records(change of address, added new registration and absentee)
- Over 65,000 registered voters in the county- 89% of the County's eligible population(Eighteen and over)
- Redistrict 2 of the largest precincts
- Setup our first workshop style classes for poll workers

Workload Measurements

	Actual <u>FY2005/2006</u>	Estimated <u>FY2005/2006</u>	Forecast <u>FY2006/2007</u>
New registration records	5705	4500	6000
Notification of change	7425	7000	6000
Major elections	2	4	4
Holding of school elections	25	25	25
Absentee voted in the office	2903	18,000	7000
Seminars poll workers-candidates	4	15	20
Records updates of voters	66,000	88,000	150,000

Highlights

1. Conducted two successful elections for the County for 2005.
2. Added over 8,671 new voters as of January 2006.
3. Completed inventory of all election and registration equipment.
4. Split two of our largest precincts, creating six new precincts.
5. Checked all 45 precincts for handicap accessibility.

Staffing

	<u>Actual</u>	<u>Estimated</u>	<u>Forecast</u>
	<u>FY 2005/2006</u>	<u>FY2005/2006</u>	<u>FY2006/2007</u>
Executive Director	1	1	1
Elections Coordinator	1	1	1
Registration Coordinator	1	1	1
(*Deputy Clerk) New			1
(*Temp Employees)			3
Total	3.0	3.0	7.0

Columbia County **LIVE**
 DATE 6/22/06
 TIME 9:03:02

FINANCIAL MANAGEMENT
 BUDGET LISTING

PAGE 55
 BP0200
 LDELOACH

ACCOUNT	2005 Actual Expense	2006 Adopted Budget	2006 Amended Budget	2006 Actual Expense	2007 Dept. Head Requested	2007 Committee Review	2007 Commission Approved	% CHANGE
Fund 1111 - General Fund								
Department 4007 - Board Of Elections								
EX01 Personnel								
0300.0000 Salaries & Wages	87,243	103,750	106,877	88,269	109,408	109,408	109,408	2 %
0305.0000 Overtime Permanent Pay	10,612	5,500	5,500	3,280	6,500	6,500	6,500	18 %
0305.0005 Vacation	8,049	0	0	6,468	0	0	0	0 %
0305.0010 Sick Leave	2,990	0	0	2,201	0	0	0	0 %
0305.0015 Holiday Pay	4,287	0	0	4,240	0	0	0	0 %
0310.0001 Employee Med & Dental	6,002	6,302	6,883	8,457	9,354	9,354	9,354	36 %
0310.0002 Group Life Insurance	117	116	116	117	132	132	132	14 %
0310.0003 Retirement	8,257	8,548	8,736	7,324	9,027	9,027	9,027	3 %
0310.0015 Fica	8,410	7,937	8,176	7,806	8,370	8,370	8,370	2 %
0310.0020 Worker's Compensation	174	353	353	357	372	372	372	5 %
0310.0030 Expense Allowance	482	480	480	455	480	480	480	0 %
0311.0000 New Personnel Requests	0	0	0	0	28,951	28,951	28,951	0 %
0312.0000 Unemployment Insurance	90	83	83	84	88	88	88	6 %
Personnel TOTAL	136,713	133,069	137,204	129,058	172,682	172,682	172,682	26 %
EX02 Supplies								
0318.0000 Uniforms	0	0	600	251	600	600	600	0 %
0365.0000 Postage	11,998	9,000	9,000	13,112	12,000	12,000	12,000	33 %
0390.0000 Office Supplies	2,243	2,000	0	0	0	0	0	0 %
0420.0000 Operating Materials/Supp	2,192	2,000	9,000	4,938	4,000	4,000	4,000	56 %
0460.0000 Utilities	5,265	0	0	0	0	0	0	0 %
Supplies TOTAL	21,698	13,000	18,600	18,301	16,600	16,600	16,600	11 %
DOCUMENTS FOR CLASSIFICATION: 1111 4007 EX02 0365.0000 POSTAGE								
State unfunded mandates for National Address Changes Confirmation Notices and No Contact Confirmation Notices. Additional postage for precinct notification due to changing precinct lines and locations,, Reapportionment for the County Congressional Dist.office information, absentee ballots and change of address cards, etc.								
EX04 Contract								
0524.0000 Contract O/S Svs	4,862	10,500	10,500	348	10,500	10,500	10,500	0 %
0526.0000 O/S Svcs-Temp Personnel	36,439	30,000	30,000	21,744	25,000	15,000	15,000	50 %
0528.0000 General O/S Svs	189,003	100,000	95,000	4,280	204,000	123,000	123,000	29 %
0554.0000 Gen Repairs/Maint	2,000	2,000	2,000	738	2,000	2,000	2,000	0 %
0656.0000 Other Fees	6,000	6,000	6,000	6,000	7,800	7,800	7,800	30 %
0657.0000 Travel/Training/Conferen	5,672	6,500	11,500	12,740	7,500	7,500	7,500	35 %
0658.0000 Dues & Subscriptions	232	175	175	123	175	175	175	0 %
0659.0000 Rent On Buildings	5,522	3,870	3,870	65	12,500	8,620	8,620	123 %
0660.0000 Equipment Rental	230	200	200	0	200	200	200	0 %
0662.0000 Communications	1,685	3,500	3,500	51	3,500	3,500	3,500	0 %
0663.0000 Printing	26,776	12,000	6,400	3,255	20,000	14,000	14,000	119 %

Columbia County **LIVE**
DATE 6/22/06
TIME 9:03:02

F I N A N C I A L M A N A G E M E N T
BUDGET LISTING

PAGE 56
BP0200
LDELOACH

ACCOUNT	2005 Actual Expense	2006 Adopted Budget	2006 Amended Budget	2006 Actual Expense	2007 Dept. Head Requested	2007 Committee Review	2007 Commission Approved	% CHANGE
Fund 1111 - General Fund								
Department 4007 - Board Of Elections								
Contract TOTAL :	278,421	174,745	169,145	49,344	293,175	192,295	192,295	14 %

DOCUMENTS FOR CLASSIFICATION: 1111 4007 EX04 0524 CONTRACTS O/S SVS
Copier
Card Veyers Maintenance Agreement
Warranty for 100 TS units Purchase by the county in 2003
\$85.00 per unit

DOCUMENTS FOR CLASSIFICATION: 1111 4007 EX04 0528 GEN O/S SV
Based on four elections(Primary, Priamry Runoff, General, General Runoff)
1 Manager, 2 Asst.Managers and 4/5 clerks
10/12 absentee/tabulation clerks (\$20.00 increase for Pollworkers)
Delivery/pickup DRE(Touch screen)units and the New Express Poll Units,
Signs,woodens stakes, fans heaters, etc.
set-up and break down units for voting precincts.

DOCUMENTS FOR CLASSIFICATION: 1111 4007 EX04 0659 RENT ON BUILDING
Precincts(26)locations @ \$65.00 and
Three County Community Centers
Three locations for Advance Voting week (1)Savannah Rapids
(2) Patriots Park (3) The New Library
Performing Arts Center for Election Night

DOCUMENTS FOR CLASSIFICATION: 1111 4007 EX04 0663 PRINTING
Sample Ballots, Pre-Printed Voter Certificates, precicnt signs,
forms, new absentee optical Scan ballots @.57 per ballot (sole
source)Diebold (4 Elections)

DOCUMENTS FOR CLASSIFICATION: 1111 4007 EX04 0657 TRAVEL/TRAINING/CONFERENCE
Training workshop classes for all pollworkers.(Under State Law every
pollworker must be certified before every election cycle.(3)workshops
Light refreshments (coffee & donuts)
Training Certification classes for 3 Board members/3 office staff
Training Seminars- Elections/Registration
Certification classes.

DOCUMENTS FOR CLASSIFICATION: 1111 4007 EX04 0526 O/S SVCS-TEMP PERSONNEL
Rapid growth of voters and large volume of work due to new
State mandates, reapportionments, four schedule elections,additional
office staff and warehouse personnel/seasonal workers are needed.
Advance Voting Staff.

Columbia County **LIVE**
DATE 6/22/06
TIME 9:03:02

F I N A N C I A L M A N A G E M E N T
BUDGET LISTING

PAGE 57
BP0200
LDELOACH

ACCOUNT	2005 Actual Expense	2006 Adopted Budget	2006 Amended Budget	2006 Actual Expense	2007 Dept. Head Requested	2007 Committee Review	2007 Commission Approved	% CHANGE
Fund 1111 - General Fund								
Department 4007 - Board Of Elections								
EX09 Capital								
0814.0000 Computers/Communica Equi	0	0	38,778	27,699	0	0	0	0 %
Capital TOTAL :	0	0	38,778	27,699	0	0	0	0 %
Bd of Elec TOTAL :	436,832	320,814	363,727	224,402	482,457	381,577	381,577	5 %

GENERAL OVERHEAD

4008

MISSION STATEMENT

To provide General Fund departments with services in a timely and efficient basis, at the right level of effort, quality, and lowest overall cost to the taxpayer.

VISION STATEMENT

Efficient coordination of services between contract providers and General Fund departments that equates to 100% uptime and customer satisfaction.

DEPARTMENT DESCRIPTION

Through a joint effort between Finance and Management Services, the Procurement Department is responsible for overseeing the General Overhead budget for Columbia County's service contracts. This task encompasses tracking actual expenditures, projecting future costs, and improving documentation and reporting to Finance. Procurement oversees a County-wide contract management strategy that efficiently establishes and monitors all price and service agreements. Coordination is enhanced between county departments that assist with these services (Community and Leisure Services, Facility Maintenance, Finance, and Fleet Management) and all the departments that benefit.

Finally, information provided through this line code helps Finance and Procurement proactively track and project expenditures. Procurement prepares a consolidated expenditure report for these contracts under the 4008 line code, which is utilized by Finance to recoup charges from outside agencies. This line code provides more accurate and timely access to data for budgeting purposes, budget transfers, etc. Procurement prepares detailed monthly reports that compares agreed upon contract prices vis-à-vis the following: terms, invoices, budget targets, and actual expenditures.

GOALS FOR FY 2005 / 2006

- Seek opportunities for cost savings through Outsourcing.
- Focus on the continued use of the Contract Compliance Committee.
- Survey departments to gauge contract performance vis-à-vis their desired expectations and use GAP Analysis to determine improvements, if any, to make first.
- Proactively monitor County's use of energy through budget oversight.

ACCOMPLISHMENTS

- Coordination of contract renewals of service contract in consort with the County Attorney's office and individual departments. This process ensures accurate renewal of contract terms and conditions.
- Continued Monthly Contract Expense Reports. These reports assisted in the facilitation of more accurate and timely departmental projections for contract budgeting purposes, budget transfers, etc. Continued use of this documentation and reporting also assisted in monitoring year-to-date expenses vs. budgeted funds.
- Major *INNOVATIVE* Savings For Fiscal Year 2005 / 2006
 - Purchase of Furniture: Facilitated the purchase of surplus furniture from Savannah River Site for use at temporary fire stations and new Sheriff's Office Substation at a fraction of the cost for new equipment. **\$83,000**
 - Janitorial Services and Supplies: Negotiated contract renewal for another one year term with no increase in service fees. **\$11,000**
 - Copier RFP: We negotiated the addition of a second color copier for the new Public Library at ZERO cost. **\$20,000**

WORKLOAD MEASUREMENTS

	Actual FY 2004/2005	Estimated FY 2005/2006	Forecast FY 2006/2007
Contracts Monitored/Managed	11	13	10

STAFFING

Actual FY 2004/2005	Estimated FY 2005/2006	Forecast FY 2006/2007
1	2	1

BUDGET HIGHLIGHTS

As Columbia County continues to grow in population, so does the number of relationships with contract providers for outsourced services. Our government strives for the proper balance between services provided by government employees vis-à-vis the business community.

Columbia County **LIVE**
 DATE 6/22/06
 TIME 9:03:02

F I N A N C I A L M A N A G E M E N T
 BUDGET LISTING

PAGE 58
 BP0200
 LDELOACH

ACCOUNT	2005 Actual Expense	2006 Adopted Budget	2006 Amended Budget	2006 Actual Expense	2007 Dept. Head Requested	2007 Committee Review	2007 Commission Approved	% CHANGE
Fund 1111 - General Fund								
Department 4008 - General Overhead								
EX02 Supplies								
0365.0000 Postage	0	0	0	2,060-	0	0	0	0 %
0460.0000 Utilities	0	1,100,000	1,100,000	1,098,699	1,320,000	1,320,000	1,320,000	20 %
0460.5200 Utilities - Storm Water	0	10,000	10,000	6,713	10,000	10,000	10,000	0 %
0640.0000 Gas, Oil, Diesel Fuel	0	0	0	50,452-	0	0	0	0 %
Supplies TOTAL :	0	1,110,000	1,110,000	1,052,900	1,330,000	1,330,000	1,330,000	20 %

DOCUMENTS FOR CLASSIFICATION: 1111 4008 EX02 0460.0000 - Utilities - \$1,320,000
 Added \$100,000 for the Library and EOC & Sheriff Substation plus an
 additional \$100,000 due to continued inflationary pressures on
 Electricity (9%) and Natural Gas (20%).

EX04 Contract								
0524.0000 Contract O/S Svs	0	831,120	831,120	652,319	966,500	1,003,220	1,003,220	21 %
0528.0000 General O/S Svs	0	2,400	2,400	2,249	2,400	23,900	23,900	896 %
0662.0000 Communications	0	0	0	238,988	0	0	0	0 %
Contract TOTAL :	0	833,520	833,520	893,556	968,900	1,027,120	1,027,120	23 %

DOCUMENTS FOR CLASSIFICATION: 1111 4008 EX04 0524.0000 Contract O/S Svs - \$966,500
 Refuse \$ 70,000
 Grounds Maintenance \$536,720
 Janitorial \$325,000
 Exterminating \$ 25,000
 Generators \$ 15,000
 RISO \$ 6,500
 Elevators \$ 25,000
 Total = \$1,003,220

Increases are due to inflation and the costs of adding the Library
 and EOC / Sheriff Substation Buildings.

DOCUMENTS FOR CLASSIFICATION: 1111 4008 EX04 0528.0000 Outside Services - \$2,400
 Farm Service Agency \$2,400.00
 Reverse Auction Services = \$8,000
 - Annual Maintenance Fee = \$2,000
 - 12 Events per Year @ \$500 ea = \$6,000
 GovDeals Auction Fees = \$7,500
 \$100,000 expected in revenue x 7.5% fee

Columbia County **LIVE**
DATE 6/22/06
TIME 9:03:02

F I N A N C I A L M A N A G E M E N T
BUDGET LISTING

PAGE 59
BP0200
LDELOACH

ACCOUNT	2005 Actual Expense	2006 Adopted Budget	2006 Amended Budget	2006 Actual Expense	2007 Dept. Head Requested	2007 Committee Review	2007 Commission Approved	% CHANGE
=====								
Fund 1111 - General Fund								
=====								
Department 4008 - General Overhead								
.....								
The fee is a "wash" as we collect it from the buyers of our surplus items through a 7.5% buyer's premium. The County in turn pays GovDeals the 7.5% fee.								
.....								
Decal removals on Surplus Vehicles								
- Sheriff - 20 vehicles @ \$250 ea								
- Others - 10 vehicles @ \$100 ea								
.....								
Gen Ovrhd TOTAL . . . :	0	1,943,520	1,943,520	1,946,456	2,298,900	2,357,120	2,357,120	21 %

Columbia County **LIVE**
 DATE 6/22/06
 TIME 9:03:02

F I N A N C I A L M A N A G E M E N T
 BUDGET LISTING

PAGE 60
 BP0200
 LDELOACH

ACCOUNT	2005 Actual Expense	2006 Adopted Budget	2006 Amended Budget	2006 Actual Expense	2007 Dept. Head Requested	2007 Committee Review	2007 Commission Approved	% CHANGE
=====								
Fund 1111 - General Fund								
=====								
Department 4009 - New Appropriation Request								

EX01 Personnel								
0311.4005 New Hires Data Processin	0	126,022	0	0	0	0	0	0 %
0311.4010 New Hires Comm Svs	0	13,773	0	0	0	0	0	0 %
0311.4011 New Hires Human Resource	0	2,440	0	0	0	0	0	0 %
0311.4111 New Hires Tax Commission	0	12,034	0	0	0	0	0	0 %
0311.4112 New Hires Tax Assessor	0	50,738	0	0	0	0	0	0 %
0311.4212 New Hires Superior Court	0	777	0	0	0	0	0	0 %
0311.4213 New Hires Probate Court	0	13,508	0	0	0	0	0	0 %
0311.4215 New Hires Magistrate Ct	0	3,450	0	0	0	0	0	0 %
0311.4311 New Hires Sheriff Dept	0	107,559	0	0	0	0	0	0 %
0311.4312 New Hires Jail	0	109,612	0	0	0	0	0	0 %
0311.4414 New Hires Central Shop	0	3,065	0	0	0	0	0	0 %
0311.4415 New Hires Maintenance	0	65,755	0	0	0	0	0	0 %
0311.4601 New Hires Libraries	0	48,907	0	0	0	0	0	0 %
0313.0000 Personnel Adjustments	0	455,252	0	0	486,418	486,418	486,418	0 %
DOCUMENTS FOR ACCOUNT . . . : 1111 4009.0313.0000								
1. 4% merit increase (eff 1/2007). inc					2007	Personnel Adjustments		
6% retirement & 7.65% FICA	\$486,265							
2. 10% increase in med cont (eff 1/2007)	125,351							
3. salary study reclassifications	15,000							
4. certification compensation	65,000							
5. healthy lifestyle program	15,000							
6. 35 day hiring delay for vacancies	(220,198)							
Total	\$486,418							

Personnel TOTAL	0	985,346	0	0	486,418	486,418	486,418	0 %

EX09 Capital								
0811.4112 Bldg Tax Assessor	0	2,500	0	0	0	0	0	0 %
0811.4311 Bldg Sheriff	0	91,868	0	0	0	0	0	0 %
0813.4311 Veh/Mach Sheriff	0	480,000	0	0	0	0	0	0 %
0813.4611 Veh/Mach Recreation	0	43,000	0	0	0	0	0	0 %
0814.4005 Comp/Commun Data Process	0	552,500	0	0	0	0	0	0 %
0814.4007 Comp/Commun Bd of Electi	0	38,778	0	0	0	0	0	0 %
0814.4311 Comp/Commun Sheriff	0	153,854	0	0	0	0	0	0 %
0814.4713 Comp/Commun Animal Care	0	0	0	0	0	0	0	0 %
0815.4311 Other Equip Sheriff	0	79,420	0	0	0	0	0	0 %

Capital TOTAL	0	1,441,920	0	0	0	0	0	0 %

New Approp TOTAL	0	2,427,266	0	0	486,418	486,418	486,418	0 %

COMMUNITY & LEISURE SERVICES DIVISION

4010

MISSION STATEMENT

To provide quality leisure and recreational opportunities for the citizens of Columbia County and to highlight Columbia County as an attractive place to live, work, or visit.

VISION

To provide comprehensive programming that accommodates the needs of citizens and visitors, and to enhance the quality of life through enriched leisure and cultural opportunities.

DIVISION DESCRIPTION

The Community and Leisure Services Division includes the following departments: Community Centers, Libraries, Recreation, University of Georgia Extension Services, and the Board of Elections. The division also oversees the Hotel Motel Tax Fund to promote the County as a tourist destination with special events scheduled annually. The Georgia Greenspace Program is administrated within the division to acquire land for permanent protection and passive recreation opportunities. A Countywide landscape maintenance contract is managed by the division to ensure the landscape of County-owned parks and facilities are maintained in an aesthetically pleasing condition year-round. Division management staff serves as County liaisons to facilitate monthly meetings for the following Boards and Committees: Keep Columbia County Beautiful, Greenspace Advisory Board, Bartram Trail CDC, Recreation Advisory Board, Columbia County Community Events Committee, Columbia County Monument and Public Arts Committee, Library Board of Trustees, Columbia County Tree Board, and the Columbia County Convention and Visitors Bureau.

ACCOMPLISHMENTS FY 2005-2006

- **Blanchard Woods Park**- Phase I commenced for the construction of 6 soccer fields and cross country track with completion scheduled for September 2007.
- **Columbia County Convention & Visitors Bureau (CVB)** - A new county CVB was established with an Executive Director hired on March 27, 2006. The non-profit incorporated CVB Board of Directors met monthly to establish goals and objectives for 2007.
- **Community Events**- Community Events Department was established with a manager and events specialist employed. Successfully executed twenty community events utilizing \$18,250 in sponsorship income. Library fund raising gala held with 400 paid patrons attending. Membership to the International Festival and Events Association will foster quality event management. Seven new events are scheduled for the 2006-2007 calendar year.
- **Community Forestry**- Community Forester employed through use of \$20,000 Urban and Community Forestry grant funding. Responsibilities included oversight of the county tree ordinance, site plan review, county beautification projects, greenspace program and county landscape maintenance contract. A county tree board was established and Tree City USA designation applied for.
- **Greenspace Program**- 2006 Georgia land conservation program established by Governor Purdue was reviewed by Greenspace Advisory Board to seek funds for future land acquisition in 2007. Amendments to county ordinances were approved to include open space requirements for RCO

zonings to be placed in conservation easements. Advisory Board initiated a greenway trail system program for implementation along the Euchee Creek corridor to serve as an amenity for citizen enjoyment.

- **Keep Columbia County Beautiful (KCCB)** - Four additional recycling bin locations established and a recycling center feasibility study initiated. KCCB Board members trained by Keep Georgia Beautiful representatives. Beautification projects included Stevens Creek and Fury's Ferry Roads. The following events were sponsored: Bring One for the Chipper, Arbor Day, Earth Day, Great American Clean-up, Fall Litter Clean-up, telephone book and cell phone recycling drives, Adopt-a-Road and Adopt-a-Stream programs were on-going.
- **Library**- Columbia County Public Library opened March 27, 2006 and grand opening festivities were held. A radio frequency identification device system installed for auto check out, inventory and security purposes. Memorial Garden landscape installed with two monuments introduced into the area. Special event activities in the Performing Arts Center and Amphitheatre held.
- **Reed Creek Park**- Construction of Wetland Interpretive Center building commenced with a completion date of September 2006. The wetland park will be utilized as an educational center, volunteer program headquarters and Keep Columbia County Beautiful programs. State grants were received for plant material enhancement and wetland conservation initiatives.
- **Savannah Rapids/Canal Headgates**- Pavilion roof and deck renovation completed and stone retaining wall installed. Roadway established and pedestrian foot bridge over canal constructed. Phase II planning for parking lot improvements initiated.
- **Wildwood Park**- Master plan initiated to be utilized as a guiding document for park development. Improvements included restroom construction, four acre parking lot expansion, and electrical upgrades. National fishing tournaments held with over 20,000 patrons attending. A National Archery event also held with over 1,500 participants. National Disc Golf club house and courses under development to host National tournaments in 2007.

GOALS FOR FY 2006-2007

- **Columbia County Convention and Visitors Bureau (CVB)** - Assist CVB Director in the promotion and marketing of Columbia County as a tourism destination, facilitate networking between the Chamber of Commerce, Development Authority, Sports Council and the Clark Hill Lake Partnership. Foster an effective working relationship with Columbia County hoteliers and promote out of town overnight stays.
- **Community Centers**- Promote utilization of Savannah Rapids Pavilion, Performing Arts Center, Amphitheatre and Reed Creek Wetland Interpretive Center to increase revenues.
- **Community Events**- Increase annual corporate sponsorship income to \$35,000 for special event activities county wide. Utilize new performing Arts Center and Amphitheatre for community oriented activities. Increase event activities to 27 events scheduled in 2007.
- **Keep Columbia County Beautiful**- Continue to promote recycling drop off sites and finalize research for the establishment of a recycling convenience drop off center. Continue streetscape enhancement projects on county traffic and entrance corridors. Increase participation in Adopt-a-Stream and Adopt-a-Road projects.
- **Library**- Implement and install Radio Frequency Identification devices in Harlem and Euchee Creek Libraries for security and auto check in-out functions. Work closely with library staff and Board of Trustees to ensure new library is operating efficiently.
- **Park Improvements**- Assist with planning, construction, and opening of Blanchard Woods Park scheduled for September 2007. Continue to pursue land acquisition opportunities for existing park expansion and new park development. Utilize consulting services to develop a master plan for the Evans Town Center Park. Continue to study highest and best use of Baker Place landfill for a proposed recreational facility.

- **Regional Sports Venues-** Work directly with Sports Council to attract regional and national sporting activities. Market Wildwood Park facility infrastructure to encourage continued fishing tournaments, national disc golf, and archery activities. Foster effective relationships with regional soccer associations to utilize Patriots and Blanchard Woods Park for tournament activities.
- **Wildwood Park-** Provide direct input in the formulation of a master plan to be used as a guiding document for park development. Initiate entrance way improvements to assist with traffic flow during special event activities.

06-07 BUDGET YEAR

STAFFING

Staff	Actual 04-05	Estimated 05-06	Forecast 06-07
Division Director	1	1	1
Landscape Architect	1	1	0
Administrative Coordinator	1	1	1
Community Events Manager	0	0	1
Community Events Specialist	0	0	1
Community Forester	0	0	1
CVB Director (Jan 2006)	0	0	1
Visitor Center Coordinator (Jan 2006)	0	0	1
Total	3	3	7

WORKLOAD MEASUREMENTS

Activity	Actual 04-05	Estimated 05-06	Forecast 06-07
Grant Applications	1	2	3
Town Meetings	2	4	2
Capital Projects	0	10	
Public Speaking	2	12	10
Special Events	12	17	30
News Articles	96	110	130
Committee Meetings	144	156	160

Columbia County **LIVE**
DATE 6/22/06
TIME 9:03:02

F I N A N C I A L M A N A G E M E N T
BUDGET LISTING

PAGE 61
BP0200
LDELOACH

ACCOUNT	2005 Actual Expense	2006 Adopted Budget	2006 Amended Budget	2006 Actual Expense	2007 Dept. Head Requested	2007 Committee Review	2007 Commission Approved	% CHANGE
Fund 1111 - General Fund								
Department 4010 - Community Services								
EX01 Personnel								
0300.0000 Salaries & Wages	122,906	216,909	204,547	184,392	217,272	217,272	217,272	6 %
0305.0005 Vacation	2,603	0	0	4,089	0	0	0	0 %
0305.0010 Sick Leave	268	0	0	436	0	0	0	0 %
0305.0015 Holiday Pay	2,236	0	0	5,322	0	0	0	0 %
0310.0001 Employee Med & Dental	3,085	1,005	2,220	14,195	18,220	18,220	18,220	721 %
0310.0002 Group Life Insurance	90	78	78	152	187	187	187	140 %
0310.0003 Retirement	9,614	9,775	9,033	13,754	14,287	14,287	14,287	58 %
0310.0015 Fica	10,436	11,006	10,060	15,608	16,621	16,621	16,621	65 %
0310.0020 Worker's Compensation	1,593	3,641	3,641	5,665	5,862	5,862	5,862	61 %
0310.0030 Expense Allowance	9,540	13,344	13,344	14,619	15,511	15,511	15,511	16 %
0311.0000 New Personnel Requests	0	0	13,773	0	0	0	0	0 %
0312.0000 Unemployment Insurance	110	115	115	167	174	174	174	51 %
Personnel TOTAL	162,481	255,873	229,265	258,399	288,134	288,134	288,134	26 %
EX02 Supplies								
0318.0000 Uniforms	0	300	300	0	300	300	300	0 %
0365.0000 Postage	487	1,100	1,100	1,052	1,100	1,100	1,100	0 %
0390.0000 Office Supplies	836	2,000	0	0	0	0	0	0 %
0420.0000 Operating Materials/Supp	2,768	17,500	19,800	17,206	19,500	19,500	19,500	2 %
0440.0005 Copier Use/Supplies	0	300	0	0	300	300	300	0 %
0460.0000 Utilities	5,265	0	0	0	0	0	0	0 %
0635.0000 Vehicle/Equip Tires	0	300	300	0	300	300	300	0 %
0640.0000 Gas, Oil, Diesel Fuel	518	800	844	690	800	800	800	5 %
Supplies TOTAL	9,874	22,300	22,344	18,948	22,300	22,300	22,300	0 %
EX04 Contract								
0518.0000 Adver/Marketing	0	5,000	5,000	710	5,000	5,000	5,000	0 %
0524.0000 Contract O/S Svs	4,613	1,200	1,200	1,033	1,200	1,200	1,200	0 %
0526.0000 O/S Svcs-Temp Personnel	0	12,000	12,000	0	12,000	12,000	12,000	0 %
0528.0000 General O/S Svs	36	0	0	0	0	0	0	0 %
0630.0000 Veh Repairs/Maint	50	600	600	617	600	600	600	0 %
0657.0000 Travel/Training/Conferen	5,136	6,500	6,500	6,138	6,500	6,500	6,500	0 %
0658.0000 Dues & Subscriptions	585	1,700	1,700	426	1,700	1,700	1,700	0 %
0659.0000 Rent On Buildings	0	1,000	1,000	743	1,000	1,000	1,000	0 %
0662.0000 Communications	1,583	3,400	3,400	510	3,400	3,400	3,400	0 %
0663.0000 Printing	2,151	4,000	4,000	492	4,000	4,000	4,000	0 %
Contract TOTAL	14,154	35,400	35,400	10,669	35,400	35,400	35,400	0 %

DOCUMENTS FOR CLASSIFICATION: 1111 4010

EX04

Travel and Training

0657 0000 Travel/Training/Conference \$6,500
Clean and Beautiful Coordinator and Special Events
Coordinator for mileage reimbursement and seminar training.

Columbia County **LIVE**
 DATE 6/22/06
 TIME 9:03:02

F I N A N C I A L M A N A G E M E N T
 BUDGET LISTING

PAGE 62
 BP0200
 LDELOACH

ACCOUNT	2005 Actual Expense	2006 Adopted Budget	2006 Amended Budget	2006 Actual Expense	2007 Dept. Head Requested	2007 Committee Review	2007 Commission Approved	% CHANGE
Fund 1111 - General Fund								
Department 4010 - Community Services								
Also, Greenspace Coord needs.								
DOCUMENTS FOR CLASSIFICATION: 1111 4010								
0658 0000 Dues and Subscriptions	\$1,700							
Keep America Beautiful Dues				\$600				
Admin Coordinator IAAP dues				\$150				
Special Events Coordinator affiliated materials				300				
Professional Organizations for Div Dir				650				
DOCUMENTS FOR CLASSIFICATION: 1111 4010								
0663 0000 Printing	\$4,000							
Reed Creek, Heggies Rock and Greenspace brochures								
EX07 Other Cost								
0681.0001 Grant Expenditures	5,000	0	0	0	0	0	0	0 %
Other Cost TOTAL	5,000	0	0	0	0	0	0	0 %
Comm Svcs TOTAL	191,509	313,573	287,009	288,016	345,834	345,834	345,834	20 %

HUMAN RESOURCES DEPARTMENT

4011

MISSION STATEMENT

The Human Resources Department develops and provides innovative, affordable employee benefits programs, and administers competitive compensation systems to attract and retain a qualified and motivated work force.

VISION STATEMENT

The Human Resources Team is *Inspired by the Challenge* to become a Center of Excellence for internal and external customers.

DEPARTMENT DESCRIPTION

The Human Resources Department develops, recommends, implements, and administers benefits programs that fulfill employee needs; develops, recommends, implements, and administers competitive compensation programs; recruits and retains a qualified, diverse workforce; provides training and education programs to maintain a highly skilled workforce; provides excellent employee relations; and maintains the highest ethical standards of employee confidentiality.

ACCOMPLISHMENTS FOR FY06-07

- Implemented Flexible Spending Account providing tax deferred savings benefit for the employee and 7.65% FICA savings for the employer.
- COBRA administration liability was transferred to United Healthcare program.
- Implemented an employee health allies program through United Healthcare providing discounts to employees for medical costs not covered by the medical plan.
- Provided a Fitness Reimbursement Incentive Program for employees who attend a fitness center twelve (12) times per month for six (6) months.
- Employee Retirement Advocacy Center continues to provide pre-retirees access to the latest Social Security, Medicare/Part-D prescription plan, and long term care data.
- Negotiating team generated \$356,000 representing 7% savings to the medical insurance contract by eliminating the out-of-network plan and implementing wellness initiatives.
- Human Resources and Information Technology partnered to successfully design and implement an on-line open enrollment program, reducing enrollment processing time, eliminating the need for additional enrollment team members, and generating savings of \$12,000.
- Actively participated in the development, review and recommendation of the new Financial/Payroll/Benefits software request for proposal.

- Coordinated nutrition education training programs presented through the UGA extension service as part of the employee wellness program.
- Partnered with University Hospital to implement the **Wellness Works** program, a proactive approach to change behavior, reduce medical plan costs, and improve the population general health; a 3:1 ROI within eighteen (18) months is projected.
- Coordinated an employee focus group to provide input for an employee incentive program directed to changing health behavior and improving health risk factors.
- Completed transition of 745 personnel folders to a new filing system.
- Processed 5,808 applications resulting in a 25% increase over the previous year.
- Flu immunizations offered during open enrollment resulted in 183 employee immunizations.
- Workers Compensation savings from 99/05 total \$384,554 averaging \$64,009 savings per year.
- Processed 5,808 employment applications resulting in a 25% increase over the previous year.
- Sixteen employees graduated from the UGA Management Development Program.
- Twenty-seven employees participated in the Education Reimbursement Program.
- One hundred four active and three retired employees received service recognition.

GOALS FOR FY 06/07

- Transition and implementation of new County financial/payroll/benefits software.
- Centralize County wide training programs.
- Evaluate benefits products and wellness program effectiveness.
- Review and recommend outsourcing opportunities and challenges.

WORKLOAD MEASUREMENTS

	<u>Actual</u> <u>FY 04/05</u>	<u>Estimated</u> <u>FY 05/06</u>	<u>Forecast</u> <u>FY 06/07</u>
Employment Applications Processed	5808	6340	6974
Number Internal Position Postings	13	15	20
Number External Position Postings	106	120	135
New Hires Processed	118	135	155
Terminations Processed	139	145	160
Grievances Filed	0	1	1
Grievances Resolved	0	1	1
Retirement Plan Transactions	137	180	200
Retirement Plan Payouts	68	75	85
Deferred Compensation Plan Transactions	299	310	335
Deferred Compensation Plan Payouts	83	90	95
Workers Compensation Claims Filed	128	130	140

PERFORMANCE MEASURES

	<u>Actual</u> <u>FY 04/05</u>	<u>Estimated</u> <u>FY 05/06</u>	<u>Forecast</u> <u>FY 06/07</u>
Recruitment:			
% of non-exempt position vacancies filled within			
45 days	44.0%	50.0%	55.0%
30 days	44.0%	40.0%	40.0%
% of exempt position vacancies filled within			
75 days	9.0%	5.0%	3.0%
60 days	3.0%	5.0%	2.0%
Compensation:			
% of employee classifications for which a salary survey has been conducted in the previous two years	40.0%	45.0%	50.0%
Training Programs:			
% of employees completing a prescribed training program during the year	18.0%	19.0%	25.0%

TEAM MEMBERS

	<u>Actual</u> <u>FY 04/05</u>	<u>Estimated</u> <u>FY 05/06</u>	<u>Forecast</u> <u>FY 06/07</u>
Human Resources Manager	1	1	1
Benefits Manager	1	1	1
Specialist I	2	2	1
Specialist III	0	0	1
Administrative Coordinator	1	1	1
Recruiter Assistant	1	1	1
Compensation Clerk	<u>0</u>	<u>0</u>	<u>1</u>
TOTAL	6.0	6.0	7.0

VEHICLE SCHEDULE

	<u>Actual</u> <u>FY 04/05</u>	<u>Estimated</u> <u>FY 05/06</u>	<u>Forecast</u> <u>FY 06/07</u>
Vehicle Allowance	1	2	2

CELL PHONE SCHEDULE

	Actual	Estimated	Forecast
	<u>FY 04/05</u>	<u>FY 05/06</u>	<u>FY 06/07</u>
Cell Phone Allowance	0	1	2

BUDGET HIGHLIGHTS

The Human Resources Department team is in pursuit to become a premier Center of Excellence in the disciplines of Human Resources Management. The team is challenged to create a professional, credible, working environment, to improve the quality of our workforce through recruitment, orientation, benefits, compensation, training and development programs, and to insure all internal and external customers are afforded equal opportunities of fair treatment and non-discrimination in Columbia County hiring and employment practices.

The department personnel budget reflects an increase due to a new request for a Compensation Clerk. The purpose of the position is conduct research and provide data to be used in the development of position descriptions, coordination of salary studies, research and development of responses to more complex salary survey requests, provide housekeeping of classification and compensation changes due to merit increases, salary study adjustments, and due to other variables affecting the salary matrix and classification and compensation system. The incumbent will assume some responsibilities currently processed by the Human Resources Specialist. The Human Resources Specialist will insure the research, quality and content of compensation studies have been fulfilled by the Compensation Clerk.

Several members of the Human Resources Team continue to demonstrate excellence through training and development challenges. The Benefits Manager II will achieve certification as a Certified Employee Benefits Specialist and Compensation Specialist January 2007 and is recommended for a promotion to Benefits Manager III when achieved. The Medical Fund FY06/07 employer contributions are recommended to be increased 10% January 2007 to continue strengthening the medical fund against rising medical and pharmaceutical costs. Wellness initiatives, tax deferred programs, medical discount programs, and creative cost saving measures will continually be researched to determine the most cost effective approaches to minimize employee medical expenditures.

Performance adjustment funds averaging 4% per employee over six months (2% annually) are requested in the FY06/07 budget with parameters the same as FY05/06.

Columbia County **LIVE**
 DATE 6/22/06
 TIME 9:03:02

FINANCIAL MANAGEMENT
 BUDGET LISTING

PAGE 63
 BP0200
 LDELOACH

ACCOUNT	2005 Actual Expense	2006 Adopted Budget	2006 Amended Budget	2006 Actual Expense	2007 Dept. Head Requested	2007 Committee Review	2007 Commission Approved	% CHANGE
=====								
Fund 1111 - General Fund								
=====								
Department 4011 - Human Resources								

EX01 Personnel								
0300.0000 Salaries & Wages	193,894	230,069	235,398	192,268	241,426	241,426	241,426	3 %
0305.0000 Overtime Permanent Pay	81	500	500	141	250	250	250	50 %
0305.0005 Vacation	17,215	0	0	17,017	0	0	0	0 %
0305.0010 Sick Leave	5,920	0	0	5,071	0	0	0	0 %
0305.0015 Holiday Pay	9,641	0	0	9,300	0	0	0	0 %
0310.0001 Employee Med & Dental	22,575	23,285	24,574	25,647	29,249	29,249	29,249	19 %
0310.0002 Group Life Insurance	165	165	165	197	224	224	224	36 %
0310.0003 Retirement	14,824	16,110	16,430	15,190	16,907	16,907	16,907	3 %
0310.0015 Fica	17,045	17,600	18,008	16,964	18,469	18,469	18,469	3 %
0310.0020 Worker's Compensation	355	782	782	788	821	821	821	5 %
0310.0030 Expense Allowance	4,805	7,764	7,764	8,083	8,490	8,970	8,970	16 %
0311.0000 New Personnel Requests	0	0	2,440	0	45,627	13,677	13,677	461 %
0312.0000 Unemployment Insurance	185	184	184	186	193	193	193	5 %
Personnel TOTAL :	286,705	296,459	306,245	290,852	361,656	330,186	330,186	8 %

EX02 Supplies								
0365.0000 Postage	812	1,200	1,200	1,125	1,500	1,500	1,500	25 %
0390.0000 Office Supplies	1,764	2,000	0	0	0	0	0	0 %
0420.0000 Operating Materials/Supp	2,976	3,000	5,000	4,673	5,000	5,000	5,000	0 %
0440.0005 Copier Use/Supplies	1,231	1,500	1,500	1,262	1,500	1,500	1,500	0 %
0460.0000 Utilities	8,775	0	0	0	0	0	0	0 %
0564.0000 Minor Property Expense	0	0	0	0	3,500	3,500	3,500	0 %
0664.0000 Books & Reports	373	500	500	0	500	500	500	0 %
Supplies TOTAL :	15,931	8,200	8,200	7,060	12,000	12,000	12,000	46 %

EX04 Contract								
0515.0000 Medical Services	33,054	34,000	34,000	30,546	35,000	35,000	35,000	3 %
0518.0000 Adver/Marketing	69,935	29,000	49,000	49,000	60,000	60,000	60,000	22 %
0524.0000 Contract O/S Svs	13,802	7,000	7,000	5,780	10,000	10,000	10,000	43 %
0526.0000 O/S Svcs-Temp Personnel	49,695	44,000	44,000	43,905	65,000	65,000	65,000	48 %
0528.0000 General O/S Svs	18,660	19,000	20,000	19,181	21,000	21,000	21,000	5 %
0657.0000 Travel/Training/Conferen	3,971	3,800	3,800	4,155	7,500	5,500	5,500	45 %
0658.0000 Dues & Subscriptions	748	1,500	1,500	1,486	1,500	1,500	1,500	0 %
0662.0000 Communications	3,140	3,300	3,300	231	4,000	4,000	4,000	21 %
0663.0000 Printing	1,099	1,600	1,600	82	1,600	1,600	1,600	0 %
0673.0000 Staff Development	112,241	103,000	92,000	83,943	110,000	96,600	96,600	5 %
Contract TOTAL :	306,345	246,200	256,200	238,309	315,600	300,200	300,200	17 %

DOCUMENTS FOR CLASSIFICATION: 1111 4011
 0528.0000 Gen O/S Svc
 Christmas Gift Certificates

EX04
 \$21,000.00

General Outside Services

Columbia County **LIVE**
 DATE 6/22/06
 TIME 9:03:02

F I N A N C I A L M A N A G E M E N T
 BUDGET LISTING

PAGE 64
 BP0200
 LDELOACH

ACCOUNT	2005 Actual Expense	2006 Adopted Budget	2006 Amended Budget	2006 Actual Expense	2007 Dept. Head Requested	2007 Committee Review	2007 Commission Approved	% CHANGE
=====								
Fund 1111 - General Fund								
=====								
Department 4011 - Human Resources								

DOCUMENTS FOR CLASSIFICATION: 1111 4011								
0673.0000 Staff Development			EX04	\$96,600	Staff Development			
1) Education Reimbursement	\$33,000							
2) Emp Appreciation Day	22,000							
3) Staff Dev Program	29,000							
4) Emp Service Recognition	4,600							
5) Incentive Program	8,000							
DOCUMENTS FOR CLASSIFICATION: 1111 4011								
0524.0000 Contract Outside Services			EX04	\$10,000	Contract Services			
includes software maintenance \$7,000								
0526.0000 Contract Services - Temporary				\$65,000				
includes \$15,000 for college interns								
DOCUMENTS FOR CLASSIFICATION: 1111 4011								
0515.0000 Medical Services			EX04	\$35,000	Medical Services			
Increase in cost of services								
EX09 Capital								
0814.0000 Computers/Communica Equi	0	0	0	0	0	0	0	0 %
Capital TOTAL	0	0	0	0	0	0	0	0 %

Human Rsc TOTAL	608,981	550,859	570,645	536,221	689,256	642,386	642,386	13 %

GEOGRAPHIC INFORMATION SYSTEM (GIS)

4013

MISSION STATEMENT

To provide state-of-the-art geographic information, analysis, and services to all departments and the public.

VISION STATEMENT

To provide a consistently high quality of data and services to all levels of Columbia County Government and the public.

DEPARTMENT DESCRIPTION

The GIS department consists of a Manager, a GIS Technician, and an Addressing/GIS Technician. Other departments who work very closely with the GIS staff include individuals from Planning, Water, Sewer, Storm Water, Tax Assessor, Engineering, Information Technology, Sheriff's Office, Construction and Maintenance, Traffic, and Management Services. The coordination and services of the GIS and GPS in the county is under the Management Services Division. Specialized data collection and mapping analysis is performed within individual departments, and the GIS department supports these efforts by giving training and also by completing quality control checks before implementing new data into the central GIS library. The GIS Department provides services, as well as support and training, and maintains the central GIS library and software products. There are over 100 installations of an end-user GIS product for county employees, and the publicly accessible Maps Online is maintained and updated through this department.

ACCOMPLISHMENTS

- **Training:**
 - Sent GIS users to appropriate training, conferences, and workshops to increase proficiency in GIS applications and data development strategies. GIS Staff also trained internal departments in GIS and GPS use.
 - Training and Conferences:
 - URISA Integrating GIS and CAMA – GIS and Mass-Appraisal
 - URISA Addressing National Conference
 - Maintained URISA Membership for department
 - ESRI Authorized Instructor status
 - ESRI training for ArcGIS
 - Training provided to other departments:
 - upgraded ArcGIS 9.0 users to ArcGIS 9.1 and trained individual users
 - Trained 13 county employees with Authorized ESRI Intro to GIS course
 - Trained crews to use Trimble GPS equipment
 - Support for Martinez-Columbia Fire and Rescue

- **GIS Software Applications:**

Maintained and updated GIS applications for optimal use

- Upgraded Maps Online to include 20 additional layers for analysis and query
- Upgraded GISmo desktop for individual department requests
- Created custom ArcGIS map documents for the Tax Assessor's office, Planning, Engineering, and Sewer Departments
- Updated 911's GIS mapping application to include new layers and updated information

- **Contracting:**

Maintained contracts with vendors providing specialized services

- Cadastra (Tax Parcel and Plat boundary maintenance):
 - Maintained the parcel adjustment initiative and periodic updates of ownership boundaries
 - Finalized county-wide parcel adjustment contract (ongoing 3 year program)
 - Researched, copied, and distributed 100+ historical plats
 - Streamlined parcel split information to more efficient digital file submittal to contractor
 - Increased efficiencies in data correction routines
- Spatial Data (Aerial Photography/Orthophotography/Ground Modeling services):
 - Finalized 2005 Aerial Photography products
 - Implemented Orthophotography into GIS software products
 - Extended contract to re-collect aerials in eastern (highly developed) section of county in 2006, and collection of raw elevation data for 3D modeling and topography.

- **Addressing:**

- Regular contributing member of Subdivision/Plat Technical Review Committee
- Streamlined addressing processes for both AS/400 and GIS uses
- Began correction work of other AS/400 databases, such as Storm Water, Location Maintenance System, and Tax Assessor)
- Addressing of new development requests, as well as renumbering addresses
- Provided addressing and final plats to 10 internal departments
- Provided addressing and plats to utility companies, post offices, 911, Martinez-Columbia Fire and Rescue, and Board of Education offices.

- **Departmental support:**

The GIS department streamlined data maintenance and improved customer service by realigning the GIS Technician position from Planning. This move allowed for better efficiency in interdepartmental as well as external customer service. GIS provided mapping and analysis for the following departments and divisions:

- Management Services: Incorporation and Consolidation Study
- EMA: Fire Station road mileage and population analysis
- Planning: Support for Growth Management Plan GIS
- Water/Sewer: GPS data collection and integration of Sewer Department's GPS data collection into GIS library and software products
 - Processing and verification of Sewer data from GPS crews
- Storm Water: Updated Storm Water GPS data from Engineering department and created EPD maps of infrastructure
- Planning: maintenance of GIS layers:
 - Zoning – Zoning changes and adjustment of boundaries to coincide with corrected parcel boundaries
 - Evans Town Center overlay
 - CPOD (Corridor Protection Overlay District)
 - Sign Overlay Districts
 - Census Layer boundary Corrections (Census Tracts and Traffic Zones)
 - City Limits and Annexations (established procedure for update)
- Construction and Maintenance: Government Center Improvements
- Construction and Maintenance: SPLOST and Dirt Road Paving
- Building and Commercial Services: commercial site maps
- Added Photo Editing capabilities and expanded mapping and graphics services
- Data distribution to vendors/contractors
- Data sales to individuals and agencies

GOALS

- To be highly-vested in the ERP implementation so that the advantages of GIS enterprise-wide can be maximized.
- Fully implement the SQL server and SDE by migrating data structure to SDE to enhance data access speeds and data dissemination. This process includes building data models that will be flexible for future data developments.
- Continue with Addressing process to ensure accurate data and database compatibility. This process will serve as a central point for submission of subdivision data which will allow for timely updates of property boundaries and infrastructure data (water, sewer, storm water, roads, and building footprints)
- Assist water department in GPS data collection processing and conversion to GIS.
- Contract to process the elevation data from the 2006 Orthophotography contract into highly accurate planimetric layers for Engineering, Building and Commercial Services, and Water, Sewer, and Storm Water use. Integrate new data with existing software applications and data library, and utilize the highly-accurate Digital Elevation Model in 3D modeling.
- Offer Introduction to ArcGIS courses for Columbia County employees (ESRI Authorized)
- Conduct end-user training for GIS applications
- Upgrade Maps Online to allow use of Comparable Property and advanced searches
- QA/QC all GIS data layers to ensure spatial and attribute accuracy
- Continue to improve technical abilities by attending workshops, conferences, and training
- Integrate GIS into departments that could benefit from use

STAFFING

The staffing of this department consists of a GIS Manager, GIS Technician, and the Addressing/GIS Technician.

BUDGET HIGHLIGHTS

There is an ever-increasing demand for data and addressing from both internal and external customers. With the parcel adjustment project, the 2005 aerial photography, and the dedication of a position to Addressing, the base layer accuracy has greatly improved. Addressing in the GIS department has allowed for the entire land records process to be streamlined from start to finish. GIS is an integral part of the planning stages through the final recorded plat, to the assigning of the parcel number and records information, to the final stage of the GIS parcel layer being updated. The latest orthophotography was taken in the spring of 2006 for the eastern section of the county and should be available as an added layer in GISmo Desktop and Maps Online during the summer of 2006. The use of Maps Online has increased greatly with both the staff and the public. The speed and amount of information that is available online has improved, as well as the ease of use and flexibility of the application. GIS data holdings continue to be refined and maintained.

Columbia County **LIVE**
 DATE 6/22/06
 TIME 9:03:02

F I N A N C I A L M A N A G E M E N T
 BUDGET LISTING

PAGE 65
 BP0200
 LDELOACH

ACCOUNT	2005 Actual Expense	2006 Adopted Budget	2006 Amended Budget	2006 Actual Expense	2007 Dept. Head Requested	2007 Committee Review	2007 Commission Approved	% CHANGE
Fund 1111 - General Fund								
Department 4013 - Geographic Info Systems								

EX01 Personnel								
0300.0000 Salaries & Wages	41,040	74,818	109,866	92,414	122,346	122,346	122,346	11 %
0305.0005 Vacation	1,863	0	0	6,432	0	0	0	0 %
0305.0010 Sick Leave	1,333	0	0	2,613	0	0	0	0 %
0305.0015 Holiday Pay	2,159	0	0	4,728	0	0	0	0 %
0310.0001 Employee Med & Dental	7,216	17,530	25,053	17,470	20,991	20,991	20,991	16 %
0310.0002 Group Life Insurance	32	33	60	88	105	105	105	75 %
0310.0003 Retirement	3,913	3,679	6,110	8,733	9,378	9,378	9,378	53 %
0310.0015 Fica	3,608	3,518	6,199	8,173	9,359	9,359	9,359	51 %
0310.0020 Worker's Compensation	134	156	1,167	2,095	2,366	2,366	2,366	103 %
0310.0030 Expense Allowance	3,255	6,624	6,624	6,853	7,190	7,670	7,670	16 %
0311.0000 New Personnel Requests	0	0	0	0	38,808	38,808	38,808	0 %
0312.0000 Unemployment Insurance	39	37	63	90	98	98	98	56 %
Personnel TOTAL :	64,592	106,395	155,142	149,689	210,641	211,121	211,121	36 %

EX02 Supplies								
0390.0000 Office Supplies	591	3,050	0	0	0	0	0	0 %
0420.0000 Operating Materials/Supp	1	0	4,050	2,799	3,000	3,000	3,000	26 %
0460.0000 Utilities	3,510	0	0	0	0	0	0	0 %
0564.0000 Minor Property Expense	6,265	3,000	365	4,698	5,000	5,000	5,000	1,270 %
Supplies TOTAL :	10,365	6,050	4,415	7,497	8,000	8,000	8,000	81 %

DOCUMENTS FOR CLASSIFICATION: 1111 4013								
		EX02	Minor Property					
1111.4013.0564.0000 Minor Property \$5000								
1) New furniture for new employee (desk, chair, etc.)								

EX04 Contract								
0524.0000 Contract O/S Svs	180,265	284,000	279,667	152,330	357,000	237,000	237,000	15 %
0528.0000 General O/S Svs	24	0	0	0	0	0	0	0 %
0657.0000 Travel/Training/Conferen	13,575	25,500	24,500	12,184	25,000	25,000	25,000	2 %
0658.0000 Dues & Subscriptions	0	450	450	0	450	450	450	0 %
0662.0000 Communications	31	0	0	0	0	100	100	0 %
Contract TOTAL :	193,895	309,950	304,617	164,514	382,450	262,550	262,550	14 %

DOCUMENTS FOR CLASSIFICATION: 1111 4013								
		EX04	Svc contract					
1111.4013.0524.0000 O/S Service Contract								
ESRI Contract		\$237,000						
GTG Software		\$22,000						
Cadastra Maintenance		\$ 1,000						
Plotter Maintenance		\$36,000						
Spatial Data-Lidar processing		\$ 5,000						
& Planimetric development		\$173,000						

Columbia County **LIVE**
 DATE 6/22/06
 TIME 9:03:02

F I N A N C I A L M A N A G E M E N T
 BUDGET LISTING

PAGE 66
 BP0200
 LDELOACH

ACCOUNT	2005 Actual Expense	2006 Adopted Budget	2006 Amended Budget	2006 Actual Expense	2007 Dept. Head Requested	2007 Committee Review	2007 Commission Approved	% CHANGE
=====								
Fund 1111 - General Fund								
=====								
Department 4013 - Geographic Info Systems								

EX09 Capital								
0814.0000 Computers/Communica Equi	29,288	0	6,968	4,961	15,000	15,000	15,000	115 %
Capital TOTAL :	29,288	0	6,968	4,961	15,000	15,000	15,000	115 %

DOCUMENTS FOR CLASSIFICATION: 1111 4013								
1111.4013.0814.0000 Computers/Communica Equi				EX09 \$15,000	Capital			
1) Computer and phone for new position and upgrade to GPS system								

GIS TOTAL :	298,140	422,395	471,142	326,661	616,091	496,671	496,671	5 %

MANAGEMENT SERVICES DIVISION

4014



The Management Services Division has been "inspired by the challenge" of earning 100% customer satisfaction and is working diligently to achieve this goal.

MISSION STATEMENT

To coordinate all management services, to provide more efficient and flexible use of current staff resources, to improve future performance through team-oriented customer service initiatives, and to proactively streamline processes throughout the County.

VISION STATEMENT

To provide premier support to all levels of Columbia County Government in its mission to serve the citizenry.

DIVISION DESCRIPTION

The Management Services Division includes Fleet Services, Geographic Information System (GIS), Human Resources, Information Technology, Procurement, Risk Management, and Special Projects. It also has oversight over the internal audits, as well as serving as liaison between the County and the Legislative Delegation and the Constitutional Officials.

✿ The **Fleet Services Department** provides for the repair and maintenance of County owned vehicles as well as those vehicles and equipment under contract or inter-governmental agreements. These vehicles range from lawn mowers to the largest piece of earthmoving equipment as well as fire trucks and apparatus.

✿ A **Geographic Information System (GIS)** is a system for management, analysis, and display of geographic knowledge to determine information. A map is only a single component of GIS - the power of GIS is in the information that can be determined with spatial relationships. A GIS is the combination of software, data, spatial information, and personnel that can produce information to best answer specific questions, and it also allows the user to share that information with others. By visualizing relationships, connections, and patterns in data, the user can make informed decisions and increase efficiency throughout the organization.

✿ The **Human Resources Department** is responsible for employee benefits, relations, classification and compensation, training and development, and grievance and appeals.

✿ The **Information Technology Department** is responsible for coordinating the installation, upgrading, and maintenance on the County's 450+ computers. They also install and maintain the telephone system which runs over the computer lines, and coordinate the County's website.

✱ The **Procurement Department** is responsible for overseeing the automated purchasing system, contract management, processing and analyzing all bids and requests for proposals, identifying services to be outsourced, warehousing and disposal of County supplies and equipment, storage and retrieval of County record retention files, and the day-to-day operations of delivering mail and supplies to County departments.

✱ The **Risk Management Department** is responsible for providing safety training, inspections of work areas, and follow-up in case of an accident. The County's safety record is excellent and is reflected in our low insurance premiums. Internal audits are performed randomly to ensure that financial procedures and integrity are held to the highest standards.

MAJOR ACCOMPLISHMENTS

(Note: More detailed information for the individual departments will be listed with their departmental budget information.)

Management Services

- 286 employees have been trained to date in Customer Service Training
- Updated cell phone tower lease agreements to include auditing of 9-1-1 charges

Fleet Services

- 90% of mechanical staff achieved ASE certification
- Preparation and liquidation of over \$60,000 of surplus equipment and vehicles

GIS

- Sent GIS users to appropriate training, conferences and workshops as well as provided training to other departments
- Maintained and updated GIS applications for optimal use
- Began correction work of other AS/400 databases

Human Resources

- Processed over 4,000 applications
- Implemented the Walk-A-Weigh Program

Information Technology

- Completed CompTIA A+ certification for technical support staff
- Implemented Helpdesk software changes to improve service request tracing and technician response times

Procurement

- New additions to savings this fiscal year from new initiatives, savings compared to prior years, negotiations during the RFP process, etc. amounted to \$155,750. New additions to savings from the bid/RFP process itself, amounted to \$2,316,794. Total year-to-date savings amounted to \$2,472,544
- Encouraged the Columbia County Library System to pursue a Radio Frequency identification System (RFID) which will cut staff costs while enhancing customer service for our patrons at the same time.
- Successfully spearheaded the acquisition, in tandem with the IT Department, of a new Enterprise Resource Planning (ERP) software solution that will replace the previous fifteen year old AS/400-New World system.

Risk Management

- Risk Manager is currently certified as an Associate in Risk Management (ARM) and has successfully completed the second of five courses for Certified Risk Manager designation.
- Risk Manager Assistant is completing course of study and will be testing for Certified Professional Secretary (CPS) in May 2006.
- Accomplished all requirements for Safety Incentive reduction of liability insurance premium: Received maximum allowed savings of \$5,000.

GOALS

(Note: More detailed information for the individual departments will be listed with their departmental budget information.)

Management Services

- Promote more electronic vs. paper processes
- Enterprise side HR/Procurement/Finance/Utility Billing System
- Create User Agreements for Constitutional Officers and outside agencies

Fleet Services

- Development and implementation of the Centralized Fleet Management concept for all General fund customer departments/agencies
- Completion of two technical training sessions/schools per technician per year
- Development and implementation of on-site "quick turn" pm vehicle services and tire replacement/repair

GIS

- Continue with Addressing process to ensure accurate data and database compatibility
- Offer Introduction to ArcGIS courses for Columbia County employees (ESRI Authorized)
- Contract to process the elevation data from the 2006 Orthophotography contract into highly accurate planimetric layers and integrate the new data with existing software applications and data library, to utilize the highly-accurate Digital Elevation model in 3D Modeling.

Human Resources

- Develop a retiree advocacy program
- Health Savings Accounts to help with rising medical costs

Information Technology

- Improve IT Security systems and Disaster Recovery Plan
- Implement VLANs and Cisco security enhancements

Procurement

- Seek renewal of both NIGP's Certification and NPI's Accreditation programs
- Pursue purchasing goods/services utilizing Reverse Auctions

Risk Management

- New training programs: First Responder
- Continued Risk Manager progress toward Certified Risk Manager
- Risk Management Assistant obtaining Certified Professional Secretary (CPS) and Certified Administrative professional (CAP) designations

Columbia County **LIVE**
 DATE 6/22/06
 TIME 9:03:02

FINANCIAL MANAGEMENT
 BUDGET LISTING

PAGE 67
 BP0200
 LDELOACH

ACCOUNT	2005 Actual Expense	2006 Adopted Budget	2006 Amended Budget	2006 Actual Expense	2007 Dept. Head Requested	2007 Committee Review	2007 Commission Approved	% CHANGE
Fund 1111 - General Fund								
Department 4014 - Management Services								
EX01 Personnel								
0300.0000 Salaries & Wages	95,817	101,688	103,635	96,763	106,765	106,765	106,765	3 %
0305.0005 Vacation	1,127	0	0	1,677	0	0	0	0 %
0305.0010 Sick Leave	677	0	0	592	0	0	0	0 %
0305.0015 Holiday Pay	1,322	0	0	1,238	0	0	0	0 %
0310.0001 Employee Med & Dental	2,966	3,182	3,752	3,347	3,899	3,899	3,899	4 %
0310.0002 Group Life Insurance	84	84	84	84	95	95	95	13 %
0310.0003 Retirement	6,224	5,975	6,092	6,316	6,273	6,273	6,273	3 %
0310.0015 Fica	8,111	7,779	7,928	8,238	8,168	8,168	8,168	3 %
0310.0020 Worker's Compensation	1,137	2,319	2,319	2,569	2,435	2,435	2,435	5 %
0310.0030 Expense Allowance	8,144	8,412	8,412	8,765	9,175	9,175	9,175	9 %
0312.0000 Unemployment Insurance	86	81	81	87	85	85	85	5 %
Personnel TOTAL	125,695	129,520	132,303	129,676	136,895	136,895	136,895	3 %
EX02 Supplies								
0390.0000 Office Supplies	306	800	0	0	0	0	0	0 %
0420.0000 Operating Materials/Supp	1	0	800	33	800	800	800	0 %
0460.0000 Utilities	3,510	0	0	0	0	0	0	0 %
0664.0000 Books & Reports	45	500	500	0	500	500	500	0 %
Supplies TOTAL	3,860	1,300	1,300	33	1,300	1,300	1,300	0 %
EX04 Contract								
0504.0000 Indigent Defense	669,832	400,000	400,000	169,397	414,400	414,400	414,400	4 %
0524.0000 Contract O/S Svs	100,236	175,000	175,000	74,104	200,000	200,000	200,000	14 %
0528.0000 General O/S Svs	24	0	0	0	0	0	0	0 %
0562.0000 Casualty Expense	266,590	265,000	265,000	87,815	265,000	265,000	265,000	0 %
0657.0000 Travel/Training/Conferen	2,626	5,700	5,700	3,798	5,700	5,700	5,700	0 %
0658.0000 Dues & Subscriptions	700	1,500	1,500	850	1,500	1,500	1,500	0 %
0661.0000 Insurance & Bonds	273,894	368,549	368,549	368,549	368,549	376,044	376,044	2 %
0662.0000 Communications	1,444	900	900	309	900	1,200	1,200	33 %
0663.0000 Printing	0	100	100	0	100	100	100	0 %
Contract TOTAL	1,315,346	1,216,749	1,216,749	704,822	1,256,149	1,263,944	1,263,944	4 %
DOCUMENTS FOR CLASSIFICATION: 1111 4014 EX04 Svc Contract								
0524.0000 Contract Services	\$200,000							
Internal Audit Contract								
0504.0000 Indigent Defense	\$414,400							
Contract with Public Defender's Office for Augusta Judicial Circuit								
Mgt Svcs TOTAL	1,444,901	1,347,569	1,350,352	834,531	1,394,344	1,402,139	1,402,139	4 %

TAX COMMISSIONER

4111

MISSION STATEMENT

To provide quality service to the citizens of Columbia County as it relates to billing and collection of real and personal property taxes.

VISION STATEMENT

Increase and improve options for payment through both physical and technological applications of tax collections in an effort to improve customer service, reduce wait time, and increase responsiveness to Columbia County taxpayers. Maintain 100% security of information exchanged, gathered and/or relayed by the Tax Commissioner's Office.

DEPARTMENT DESCRIPTION

As a duly elected constitutional officer, the Tax Commissioner is responsible for billing, collecting, and disbursing all monies levied as taxes for the County, School System, Cities of Harlem and Grovetown and the State of Georgia. Property Taxes, Motor Vehicle Taxes, Mobile Home Taxes, Timber Taxes, and Heavy Equipment Taxes are collected. In addition to collecting taxes, the Tax Commissioner serves as ex-officio Sheriff assuming the total responsibility for the collection of any delinquent taxes.

GOALS FOR FY 2007

- Continue to maintain 2% or less overall delinquent tax rate.
- Maintain an office in Appling to continue providing services to the citizens at the county seat.
- Continue employee development through cross training to ensure optimum service to the taxpayers of Columbia County.
- Implement procedures to assist taxpayers with the new motor vehicle sales tax collection process, a law recently passed by the state.
- Explore innovative methods to provide quality service to our taxpayers by offering a variety of payment options.

ACCOMPLISHMENTS

- Maintained a collection rate of 99% for 2005 property taxes.
- Operated the Tax Commissioner's department within the approved budget limits.
- Continued customer service to auto dealers in Appling, which also resulted in shorter lines at the Evans Motor Vehicle office.
- Achieved greater than 99.5% accuracy rating in the Motor Vehicle Division on title processing for several months during the fiscal year, exceeding the state's average.
- Continued acceptance of motor vehicle registration renewals over the web and property tax payments over the web which can be performed 24/7/365.
- Received, processed, and applied 3,359 homestead exemptions for 2005.
- Processed and mailed 4,623 tax information brochures to new homeowners utilizing a new computer program which enhanced the electronic filing of property transfers.
- Established a part time position in motor vehicles to assist with the increased flow of walk-ins and telephone assistance required during the midday hours.

Performance Measurements

Tax Division

Property Tax Collected and Disbursed
 Mobile Homes Tax Collected and Disbursed
 Timber Tax Collected and Disbursed
 Heavy Equipment Tax Collected and Disbursed
 Number of Real & Personal Property Tax Bills
 Number of Personal Property Mobile Home Tax Bills
 Mobile Home Decals Issued (Real & Personal)
 Number of Timber Tax Bills
 Number of Heavy Duty Equipment Tax Bills
 Homestead Applications Processed - 06/07 is actual number

	Forecast		
	FY 04/05	FY 05/06	FY 06/07
58.9 million	65.6 million	70.2 million	
\$284,141	\$292,941	\$295,420	
\$88,669	\$175,516	\$91,185	
\$6,212	\$3,360	\$416	
55811	58187	60572	
2427	2336	2266	
5302	5240	5205	
40	94	64	
38	22	5	
3146	3359	3133	

Tag Division

Motor Vehicle Tax Collected and Disbursed
 % of MV Using mail Option
 Number of Registrations
 Number of Titles
 Number of Other Services
 Total Services Provided

	Forecast		
FY 04/05	FY 05/06	FY 06/07	
10.7 million	11.4 million	11.8 million	
22%	23%	23%	
125,679	127,608	137,420	
27,327	25,004	25,932	
15,463	15,043	18,963	
168,469	167,655	182,315	

Delinquent Tax Collections

Collection Rate % Real & Personal Property
 Collection Rate % Timber
 Collection Rate % Mobile Homes
 1st Delinquent Tax Letters Mailed - Real & Personal Property
 2nd Delinquent Tax Letters Mailed - Real & Personal Property
 FiFas Filed With Clerk of Court

	Forecast		
FY 04/05	FY 05/06	FY 06/07	
99%	99%	99%	
100%	100%	100%	
99%	99%	99%	
3624	3268	3202	
2364	2172	2128	
1118	995	975	

Staffing

Elected Officials
 Supervisors
 Motor Vehicle Registrars
 Property Tax Representatives

	Forecast		
	FY 04/05	FY 05/06	FY 06/07
	1	1	1
	5	6	6
	10	11	11
	8	7	7
	24	25	25

Vehicle Schedule

Authorized Vehicles
 Vehicle Allowances

	Forecast		
	FY 04/05	FY 05/06	FY 06/07
	2	2	2
	2	2	2

Columbia County **LIVE**
 DATE 6/22/06
 TIME 9:03:02

F I N A N C I A L M A N A G E M E N T
 BUDGET LISTING

PAGE 68
 BP0200
 LDELOACH

ACCOUNT	2005 Actual Expense	2006 Adopted Budget	2006 Amended Budget	2006 Actual Expense	2007 Dept. Head Requested	2007 Committee Review	2007 Commission Approved	% CHANGE
=====								
Fund 1111 - General Fund								
=====								
Department 4111 - Tax Commissioner								

EX01 Personnel								
0300.0000 Salaries & Wages	641,751	792,549	818,745	703,817	844,889	844,889	844,889	3 %
0305.0000 Overtime Permanent Pay	6,061	6,000	6,000	923	6,000	6,000	6,000	0 %
0305.0005 Vacation	33,685	0	0	40,398	0	0	0	0 %
0305.0010 Sick Leave	22,471	0	0	8,266	0	0	0	0 %
0305.0015 Holiday Pay	26,218	0	0	27,990	0	0	0	0 %
0310.0001 Employee Med & Dental	62,597	67,088	71,605	76,032	93,617	93,617	93,617	31 %
0310.0002 Group Life Insurance	593	698	698	644	817	817	817	17 %
0310.0003 Retirement	52,060	52,946	53,700	58,122	62,294	62,294	62,294	16 %
0310.0015 Fica	54,158	58,690	59,651	57,547	64,634	64,634	64,634	8 %
0310.0020 Worker's Compensation	1,519	3,453	3,453	3,534	3,748	3,748	3,748	9 %
0310.0030 Expense Allowance	12,532	12,804	12,804	13,368	13,531	13,531	13,531	6 %
0311.0000 New Personnel Requests	0	0	12,034	0	0	13,517	13,517	12 %
0312.0000 Unemployment Insurance	507	533	533	547	592	592	592	11 %
Personnel TOTAL :	914,152	994,761	1,039,223	991,188	1,090,122	1,103,639	1,103,639	6 %

EX02 Supplies								
0365.0000 Postage	43,704	49,000	49,000	48,884	54,565	54,565	54,565	11 %
0390.0000 Office Supplies	4,933	5,090	0	0	0	0	0	0 %
0420.0000 Operating Materials/Supp	3,009	3,720	8,810	6,837	8,695	8,695	8,695	1 %
0460.0000 Utilities	40,364	0	0	0	0	0	0	0 %
0564.0000 Minor Property Expense	3,969	3,700	8,200	7,909	5,700	2,750	2,750	66 %
0640.0000 Gas, Oil, Diesel Fuel	889	1,280	1,280	1,243	1,300	1,300	1,300	2 %
0664.0000 Books & Reports	499	1,210	1,210	537	1,240	1,240	1,240	2 %
Supplies TOTAL :	97,367	64,000	68,500	65,410	71,500	68,550	68,550	0 %

DOCUMENTS FOR CLASSIFICATION: 1111 4111

0365.0000 Postage EX02 Postage
 1) Property Tax Notices & Delinquent Letters \$18,950
 2) Motor Vehicle Tag Notices \$22,000
 3) General Mail-out \$13,615
 Insurance letters, tax bills, correspondence
 Postal rate increased

DOCUMENTS FOR CLASSIFICATION: 1111 4111

0664.0000 Books & Reports EX02 Books and Reports
 1) K-Directory, Title Books, GA Law on Disc \$ 1,240
 NADA Appriase1 Guide, GA County Guide \$ 1,240
 OCGA Supplements, Augusta GA Directory

DOCUMENTS FOR CLASSIFICATION: 1111 4111

0564.0000 Minor Property Expense EX02 Minor Property

Columbia County **LIVE**
 DATE 6/22/06
 TIME 9:03:02

F I N A N C I A L M A N A G E M E N T
 BUDGET LISTING

PAGE 69
 BP0200
 LDELOACH

ACCOUNT	2005 Actual Expense	2006 Adopted Budget	2006 Amended Budget	2006 Actual Expense	2007 Dept. Head Requested	2007 Committee Review	2007 Commission Approved	% CHANGE
=====								
Fund 1111 - General Fund								
=====								
Department 4111 - Tax Commissioner								

1 Gratis setup		\$ 2,750						

EX04 Contract								
0508.0000 Leased Equipment	2,076	4,116	4,116	3,691	3,828	3,828	3,828	7 %
0518.0000 Adver/Marketing	0	1,000	1,000	0	1,000	1,000	1,000	0 %
0524.0000 Contract O/S Svs	82,278	36,925	36,925	32,213	38,000	38,000	38,000	3 %
0526.0000 O/S Svcs-Temp Personnel	29,284	27,000	22,500	10,492	27,000	27,000	27,000	20 %
0528.0000 General O/S Svs	276	0	0	0	0	0	0	0 %
0551.0000 Equipment Repairs	1,877	2,100	2,100	1,075	2,075	2,075	2,075	1 %
0554.0000 Gen Repairs/Maint	0	4,152	4,152	480	4,000	4,000	4,000	4 %
0630.0000 Veh Repairs/Maint	18	0	0	38	500	500	500	0 %
0657.0000 Travel/Training/Conferen	4,613	6,000	6,000	4,509	6,250	6,250	6,250	4 %
0658.0000 Dues & Subscriptions	691	1,015	1,015	805	1,065	1,065	1,065	5 %
0660.0000 Equipment Rental	4,456	4,295	4,295	4,264	4,720	4,720	4,720	10 %
0662.0000 Communications	8,509	10,459	10,459	1,179	1,259	10,459	10,459	0 %
0663.0000 Printing	5,912	7,760	7,760	7,269	8,700	8,700	8,700	12 %

Contract TOTAL :	139,990	104,822	100,322	66,015	98,397	107,597	107,597	7 %

DOCUMENTS FOR CLASSIFICATION: 1111 4111 EX04 Purchased/Contracted Services
 0508.0000 Leased Equipment \$ 3,828
 1) Hasler Postage machines, meter rental & lease

DOCUMENTS FOR CLASSIFICATION: 1111 4111 EX04 Purchased/Contracted Services
 0518.0000 Adver/Marketing \$ 1,000
 1) Homestead Exemption & Tax Deadlines, General ads

DOCUMENTS FOR CLASSIFICATION: 1111 4111 EX04 Purchased/Contracted Services
 0524.0000 Contract O/S Svs \$38,000
 1) Document Shredding \$ 700
 2) MV Administration & Envelopes for tag renewals \$22,000
 3) Bankruptcy Website Fee \$ 300
 4) Merchants Credit - Delinquent taxpayer search \$ 450
 5) RP & PP tax bills, digest, cd, viewable bills \$10,850
 additional parcels and taxpayers
 6) Programming upgrade to Tax One \$ 2,500
 7) Pollock - county contract for Appling copier \$ 1,200

DOCUMENTS FOR CLASSIFICATION: 1111 4111 EX04 Purchased/Contracted Services
 0551.0000 Equipment Repairs \$ 2,075
 1) Hasler annual maintenance fee \$ 1,075
 2) Misc equipment repairs \$ 1,000

Columbia County **LIVE**
DATE 6/22/06
TIME 9:03:02

F I N A N C I A L M A N A G E M E N T
BUDGET LISTING

PAGE 70
BP0200
LDELOACH

ACCOUNT	2005 Actual Expense	2006 Adopted Budget	2006 Amended Budget	2006 Actual Expense	2007 Dept. Head Requested	2007 Committee Review	2007 Commission Approved	% CHANGE
=====								
Fund 1111 - General Fund								
=====								
Department 4111 - Tax Commissioner								
.....								
DOCUMENTS FOR CLASSIFICATION: 1111 4111		EX04			Purchased/Contracted Services			
.0554.0000 Gen Repairs/Maint		\$ 4,000						
1) Minor repairs Prop Tax & MV offices		\$ 1,500						
2) Appling office mold cleanup		\$ 2,500						
DOCUMENTS FOR CLASSIFICATION: 1111 4111		EX04			Purchased/Contracted Services			
0657.0000 Travel/Training Conferences		\$ 6,250						
1) Employee development and training		\$ 6,250						
Tax Commissioner continuing education								
DOCUMENTS FOR CLASSIFICATION: 1111 4111		EX04			Purchased/Contracted Services			
0658.0000 Dues & Subscriptions		\$ 1,065						
1)GAAO, GATO, TC TECH, and County Officers Assoc		\$ 1,065						
memberships, Payoffassist.com, & Aug Chronicle								
DOCUMENTS FOR CLASSIFICATION: 1111 4111		EX04			Purchased/Contracted Services			
0660.0000 Equipment Rental		\$ 4,720						
1) 3 Ricoh copiers - MV & Property, Evans		\$ 4,720						
DOCUMENTS FOR CLASSIFICATION: 1111 4111		EX04			Purchased/Contracted Services			
0662.0000 Communications		\$ 1,259						
1) Dixie Lock & Safe - Appling Monitoring		\$ 400						
2) Drop for additional fax line - MV		\$ 150						
3) Alltel - Cell phones		\$ 325						
4) Bell South - Long distance		\$ 384						
DOCUMENTS FOR CLASSIFICATION: 1111 4111		EX04			Purchased/Contracted Services			
0663.0000 Printing		\$ 8,700						
1)Flyers & Brochures required by Law		\$ 1,400						
2)Mobile Home Permit Decals		\$ 1,500						
3)Envelopes, business cards, general printing		\$ 5,800						
Tax Comm TOTAL :	1,151,509	1,163,583	1,208,045	1,122,613	1,260,019	1,279,786	1,279,786	6 %

TAX ASSESSORS OFFICE

4112

MISSION STATEMENT

To seek out all taxable and non-taxable properties within the county and value each property so that each taxpayer pays their fair share of the tax burden but no more than their fair share of the burden.

VISION STATEMENT

The Tax Assessors Office desires to continue to provide superior customer service and become more technologically advanced, while increasing efficiency and productivity.

DEPARTMENT DESCRIPTION

- Locate and identify all properties and property ownership
- Inventory all taxable property and important characteristics
- Determine taxability of properties
- Determine market value
- Calculate assessed value of property
- Prepare digest to be approved by State Revenue Department
- Notify property owners of changes in assessment values
- Provide and execute the appeal process that is required by law
- Aid the general public by providing maps and general property information

MAJOR ACCOMPLISHMENTS

- Complied with the Taxpayer's Bill of Rights
- Submitted Real & Personal Property Digest as required by State Revenue Department (Digest was approved)
- Met training requirements set by Georgia Department of Revenue
- Worked with GIS Manager to improve and enhance mapping system
- Increased Real & Personal Property Tax Digest by approximately 11.9% from previous year
- Designed and implemented the PT-61 with the help of IT and Cox & Company
- Maintained department webpage
- Received recognition with three staff members voted for employee of the month and one employee of the year

GOALS FOR FY 2006/2007

- Select and begin implementation of CAMA product for Enterprise Resource Planning
- Complete the Real & Personal Property Tax Digest on schedule
- Revalue all property in County
- Continue to improve quality of customer service
- Update system to scan documents and store electronically to eliminate paper storage
- Begin taking and storing digital images of all improvements located in the county to be linked with the ERP system and Maps Online
- Restructure work environment to maximize space and improve overall work flow and efficiency

WORKLOAD MEASUREMENTS

	<u>Actual</u> <u>FY 2004/2005</u>	<u>Estimated</u> <u>FY 2005/2006</u>	<u>Forecast</u> <u>FY 2006/2007</u>
Departmental category			
Parcels reviewed and revalued	42,915	45,019	48,000
New main improvements	1,491	1,500	1,700
Personal Property accounts	9,255	10,000	10,500
Deeds processed	8,337	9,072	9,700
Mapping splits	1,765	2,100	2,981
Personal property mobile homes	3,759	3,646	3,500

PERFORMANCE MEASURES

	<u>Actual</u> <u>FY 2004/2005</u>	<u>Estimated</u> <u>FY 2005/2006</u>	<u>Forecast</u> <u>FY 2006/2007</u>
Performance category			
Increased real property Digest	11.9%	12%	13%
Increased personal property Digest	12%	13%	14%

STAFFING

	<u>Actual</u> <u>FY 2004/2005</u>	<u>Estimated</u> <u>FY 2005/2006</u>	<u>Forecast</u> <u>FY 2006/2007</u>
Manager V	1	1	1
Manager I	2	2	2
Commercial Specialist V	0	1	1
Residential Specialist V	0	1	1
Appraiser I	5	4	4
Appraiser II	0	0	1
Appraiser III	2	1	1
Appraiser IV	0	1	1
Clerk II	7	6	6
Specialist I	1	2	2
TOTAL	18	19	20

VEHICLE SCHEDULE

	<u>Actual</u> <u>FY 2004/2005</u>	<u>Estimated</u> <u>FY 2005/2006</u>	<u>Forecast</u> <u>FY 2006/2007</u>
Authorized Vehicles	7	7	8
Heavy Equipment	0	0	0
Vehicle allowances	1	1	1

BUDGET HIGHLIGHTS

The Tax Assessors have requested a new Appraiser I position. The employee's time would be seasonally divided between working with the appraisal staff in compiling the personal property mobile home digest and with the personal property department in processing personal property reporting forms and compiling that portion of the tax digest. This personnel request is necessary to assure timely submission of the tax digest to the Department of Revenue. We have also requested necessary computer and communication equipment to support the new position.

The Tax Assessors have also requested a promotion for one of the current Appraiser I positions to an Appraiser II position. This request is due to the amount of growth in the commercial sector and the increase in technicality due to complex data entry and the use of the income approach. This position is also responsible for communicating with commercial tax representatives.

The Tax Assessors are also requesting an increase in the minor property line code to allow for the purchase of much needed filing cabinets and card storage solutions. The monies have been requested to purchase 7 digital cameras in order to begin capturing and storing images of each improvement within the county. The images will be linked to Maps Online and with the future ERP system.

The Tax Assessors are requesting the monies for construction of a hallway leading from the main work area to unfinished space in the rear of the office by way of the current property card room. This would allow room for all of the property record cards to be stored in the vacant area and create additional office space in the current card room.

The Tax Assessors are cutting the Per Diem line code budget due to a surplus the last several years.

Columbia County **LIVE**
 DATE 6/22/06
 TIME 9:03:02

F I N A N C I A L M A N A G E M E N T
 BUDGET LISTING

PAGE 71
 BP0200
 LDELOACH

ACCOUNT	2005 Actual Expense	2006 Adopted Budget	2006 Amended Budget	2006 Actual Expense	2007 Dept. Head Requested	2007 Committee Review	2007 Commission Approved	% CHANGE
=====								
Fund 1111 - General Fund								
=====								
Department 4112 - Tax Assessor								

EX01 Personnel								
0300.0000 Salaries & Wages	457,960	563,701	581,810	496,532	621,982	621,982	621,982	7 %
0305.0005 Vacation	38,986	0	0	44,318	0	0	0	0 %
0305.0010 Sick Leave	23,392	0	0	9,732	0	0	0	0 %
0305.0015 Holiday Pay	22,493	0	0	24,318	0	0	0	0 %
0310.0001 Employee Med & Dental	58,613	65,372	68,531	62,885	75,779	75,779	75,779	11 %
0310.0002 Group Life Insurance	532	529	529	597	680	680	680	29 %
0310.0003 Retirement	37,415	34,960	36,046	40,084	43,457	43,457	43,457	21 %
0310.0015 Fica	39,666	40,393	41,777	42,297	47,582	47,582	47,582	14 %
0310.0020 Worker's Compensation	5,227	11,148	11,148	13,431	14,372	14,372	14,372	29 %
0310.0030 Expense Allowance	2,839	3,792	3,792	3,887	4,075	4,075	4,075	7 %
0311.0000 New Personnel Requests	0	0	50,738	0	40,532	40,532	40,532	20 - %
0312.0000 Unemployment Insurance	439	422	422	463	498	498	498	18 %

Personnel TOTAL	687,562	720,317	794,793	738,544	848,957	848,957	848,957	7 %
EX02 Supplies								
0318.0000 Uniforms	554	900	900	988	900	900	900	0 %
0365.0000 Postage	3,110	15,000	16,000	15,988	15,000	15,000	15,000	6 - %
0390.0000 Office Supplies	4,708	5,500	0	0	0	0	0	0 %
0420.0000 Operating Materials/Supp	2,864	3,000	8,500	6,141	8,500	8,500	8,500	0 %
0460.0000 Utilities	28,079	0	0	0	0	0	0	0 %
0564.0000 Minor Property Expense	0	0	0	0	3,000	3,000	3,000	0 %
0640.0000 Gas, Oil, Diesel Fuel	3,503	3,500	6,840	5,949	3,500	6,000	6,000	12 - %

Supplies TOTAL	42,818	27,900	32,240	29,066	30,900	33,400	33,400	4 %

DOCUMENTS FOR CLASSIFICATION: 1111 4112		EX02		Minor Property				
0564.0000 Minor Property								
Computer for Appraiser I (new hire)		\$1,100.00						
Digital Cameras (6 @ \$150 / 1 @ \$500)		\$1,400.00						
Filing Cabinets (3)		\$ 300.00						
Property Record Card Storage		\$ 100.00						
Tables for Card Storage		\$ 100.00						
Total		\$3,000.00						
EX04 Contract								
0524.0000 Contract O/S Svs	41,994	16,500	16,500	11,105	16,500	16,500	16,500	0 %
0528.0000 General O/S Svs	192	500	500	0	500	500	500	0 %
0554.0000 Gen Repairs/Maint	0	500	0	0	500	500	500	0 %
0630.0000 Veh Repairs/Maint	592	2,000	2,000	1,044	2,000	2,000	2,000	0 %
0655.0000 Per Diem Fees	19,164	25,000	21,000	17,252	21,000	21,000	21,000	0 %
0657.0000 Travel/Training/Conferen	9,238	12,000	15,000	13,205	12,000	12,000	12,000	20 - %
0658.0000 Dues & Subscriptions	1,558	1,500	2,200	1,747	1,500	1,500	1,500	32 - %
0662.0000 Communications	7,138	10,000	10,000	2,207	10,000	10,000	10,000	0 %
0663.0000 Printing	165	500	300	0	500	500	500	67 %

Columbia County **LIVE**
 DATE 6/22/06
 TIME 9:03:02

F I N A N C I A L M A N A G E M E N T
 BUDGET LISTING

PAGE 72
 BP0200
 LDELOACH

ACCOUNT	2005 Actual Expense	2006 Adopted Budget	2006 Amended Budget	2006 Actual Expense	2007 Dept. Head Requested	2007 Committee Review	2007 Commission Approved	% CHANGE
=====								
Fund 1111 - General Fund								
=====								
Department 4112 - Tax Assessor								

Contract TOTAL :	80,041	68,500	67,500	46,560	64,500	64,500	64,500	4 %
EX09 Capital								
0811.0000 Buildings	0	0	2,500	0	8,000	3,000	3,000	20 %
0813.0000 Vehicles & Motorized Mac	0	0	0	0	0	0	0	0 %
Capital TOTAL :	0	0	2,500	0	8,000	3,000	3,000	20 %

DOCUMENTS FOR CLASSIFICATION: 1111 4112								
0811.0000 Buildings								
Hallway constructed to access rear office								

Tax Assess TOTAL :	810,421	816,717	897,033	814,170	952,357	949,857	949,857	6 %

CLERK OF COURTS

4211

MISSION STATEMENT

The Clerk of Superior and Juvenile Courts of Columbia County is charged with the duty of maintaining and keeping the records for the Superior and Juvenile Courts of Columbia County. The Clerk is also charged with the duty of making these records available and accessible to the public. We continually strive to provide Columbia County residents with the highest level of professional public service and to maintain the public's records with the utmost integrity and trust.

VISION

We seek to use all available technology at our disposal within the guise of the law to maintain the valuable and irreplaceable records under our care.

DESCRIPTION

The Superior Court was established under the Constitution of 1798 and is the highest court in the state. It is a court of record. Therefore, all records, documentation and minutes are filed in this office. The Clerk maintains the budget for payment of all professional fees related to the operation of the court as well as payment for authorized witness fees.

The Clerk is also the Clerk of the Jury Commission and is responsible for preparing and maintaining a balanced jury box. The Clerk summons jurors as ordered by each of our Superior Court Judges' for jury trial. In 2001 there were 19 jury panels summoned for trial and in 2006 the estimated number of jury panels summoned is 60. The Clerk maintains the budget for payment to all summoned jurors for each day of service.

The Clerk of Court is also the receiver of all monies paid into the registry of the Court and disburses to 17 entities monthly as directed by Georgia Legislation.

GOALS FOR FY 2007

1. To continue to give the best possible customer service.
2. To continue to protect and secure all records entrusted to this office.
3. Implementing the latest technology allowed by law.

PAGE 73
BP0200
LDELOACH

ACCOUNT	2005 Actual Expense	2006 Adopted Budget	2006 Amended Budget	2006 Actual Expense	2007 Dept. Head Requested	2007 Committee Review	2007 Commission Approved	% CHANGE
Fund 1111 - General Fund								
Department 4211 - Clerk Of Superior Court								
EX01 Personnel								
0300.0000 Salaries & Wages	445,671	530,147	536,523	477,651	589,527	589,527	589,527	10 %
0305.0000 Overtime Permanent Pay	0	0	0	0	0	0	0	0 %
0305.0005 Vacation	26,534	0	0	24,849	0	0	0	0 %
0305.0010 Sick Leave	11,196	0	0	6,078	0	0	0	0 %
0305.0015 Holiday Pay	17,954	0	0	18,748	0	0	0	0 %
0310.0001 Employee Med & Dental	60,202	72,713	75,684	80,816	92,887	92,887	92,887	23 %
0310.0002 Group Life Insurance	472	487	487	512	593	593	593	22 %
0310.0003 Retirement	35,144	36,374	36,757	36,856	40,607	40,607	40,607	10 %
0310.0015 Fica	36,621	40,556	41,044	38,315	45,099	45,099	45,099	10 %
0310.0020 Worker's Compensation	775	1,802	1,802	1,806	2,004	2,004	2,004	11 %
0310.0030 Expense Allowance	2,780	3,552	3,552	3,860	3,840	3,840	3,840	8 %
0311.0000 New Personnel Requests	0	0	0	0	97,456	72,313	72,313	0 %
0312.0000 Unemployment Insurance	404	424	424	425	472	472	472	11 %
Personnel TOTAL :	637,753	686,055	696,273	689,916	872,485	847,342	847,342	22 %
EX02 Supplies								
0365.0000 Postage	15,966	16,000	16,000	15,978	22,000	16,000	16,000	0 %
0390.0000 Office Supplies	12,402	15,000	0	0	0	0	0	0 %
0420.0000 Operating Materials/Supp	38,722	30,000	45,000	35,458	53,000	53,000	53,000	18 %
0460.0000 Utilities	29,834	0	0	0	0	0	0	0 %
0564.0000 Minor Property Expense	4,000	4,000	4,000	248	34,000	34,000	34,000	750 %
0664.0000 Books & Reports	1,988	2,500	2,500	833	2,500	2,500	2,500	0 %
Supplies TOTAL :	102,912	67,500	67,500	52,517	111,500	105,500	105,500	56 %
DOCUMENTS FOR CLASSIFICATION: 1111 4211 book shelves		EX02	Minor Property					
EX04 Contract								
0501.0000 Professional Fees	119,750	140,000	140,000	145,581	160,000	140,000	140,000	0 %
0518.0000 Adver/Marketing	2,745	3,000	3,000	865	3,000	3,000	3,000	0 %
0524.0000 Contract O/S Svs	36,891	20,000	20,000	13,079	56,000	56,000	56,000	180 %
0526.0000 O/S Svcs-Temp Personnel	0	0	0	0	12,887	0	0	0 %
0528.0000 General O/S Svs	28,290	30,000	30,000	28,602	33,000	33,000	33,000	10 %
0655.0000 Per Diem Fees	95,125	100,000	100,000	96,624	125,000	100,000	100,000	0 %
0657.0000 Travel/Training/Conferen	8,681	7,000	7,000	6,525	7,000	7,000	7,000	0 %
0658.0000 Dues & Subscriptions	666	1,500	1,500	1,318	2,500	2,500	2,500	67 %
0660.0000 Equipment Rental	0	1,000	1,000	0	1,000	1,000	1,000	0 %
0662.0000 Communications	9,218	5,000	5,000	134	7,000	7,000	7,000	40 %
0663.0000 Printing	7,638	8,000	8,000	3,732	12,000	12,000	12,000	50 %
Contract TOTAL :	309,004	315,500	315,500	296,460	419,387	361,500	361,500	15 %
DOCUMENTS FOR CLASSIFICATION: 1111 4211		EX04	Per Diem					

Columbia County **LIVE**
 DATE 6/22/06
 TIME 9:03:02

F I N A N C I A L M A N A G E M E N T
 BUDGET LISTING

PAGE 74
 BP0200
 LDELOACH

ACCOUNT	2005 Actual Expense	2006 Adopted Budget	2006 Amended Budget	2006 Actual Expense	2007 Dept. Head Requested	2007 Committee Review	2007 Commission Approved	% CHANGE
=====								
Fund 1111 - General Fund								
=====								
Department 4211 - Clerk Of Superior Court								

0655.0000 Per Diem				\$100,000				
witness fees, jury pay, bailiff pay								
EX07 Other Cost								
0666.0000 Miscellaneous	1,578	1,500	1,500	0	1,500	1,500	1,500	0 %

Other Cost TOTAL :	1,578	1,500	1,500	0	1,500	1,500	1,500	0 %
EX09 Capital								
0811.0000 Buildings	0	0	12,560	12,560	0	0	0	0 %

Capital TOTAL :	0	0	12,560	12,560	0	0	0	0 %

Clk of Ct TOTAL :	1,051,247	1,070,555	1,093,333	1,051,453	1,404,872	1,315,842	1,315,842	20 %

Columbia County **LIVE**
 DATE 6/22/06
 TIME 9:03:02

F I N A N C I A L M A N A G E M E N T
 BUDGET LISTING

PAGE 75
 BP0200
 LDELOACH

ACCOUNT	2005 Actual Expense	2006 Adopted Budget	2006 Amended Budget	2006 Actual Expense	2007 Dept. Head Requested	2007 Committee Review	2007 Commission Approved	% CHANGE
=====								
Fund 1111 - General Fund								
=====								
Department 4212 - Office of Superior Court								

EX01 Personnel								
0300.0000 Salaries & Wages	19,226	38,875	39,652	36,196	40,435	40,435	40,435	2 %
0305.0015 Holiday Pay	0	0	0	1,370	0	0	0	0 %
0310.0001 Employee Med & Dental	3,432	7,221	7,443	5,585	5,463	5,463	5,463	27 %
0310.0002 Group Life Insurance	16	33	33	33	37	37	37	12 %
0310.0003 Retirement	769	1,555	1,555	1,503	1,617	1,617	1,617	4 %
0310.0015 Fica	1,383	2,974	2,974	2,777	3,093	3,093	3,093	4 %
0310.0020 Worker's Compensation	34	132	132	128	137	137	137	4 %
0312.0000 Unemployment Insurance	15	31	31	30	32	32	32	3 %
Personnel TOTAL	24,875	50,821	51,820	47,622	50,814	50,814	50,814	2 %

EX02 Supplies								
0365.0000 Postage	887	1,000	1,000	829	1,000	1,000	1,000	0 %
0390.0000 Office Supplies	1,837	2,050	0	0	0	0	0	0 %
0420.0000 Operating Materials/Supp	809	6,000	8,050	6,001	8,050	8,050	8,050	0 %
0564.0000 Minor Property Expense	0	300	300	0	300	300	300	0 %
0664.0000 Books & Reports	340	2,000	2,000	1,801	2,000	2,000	2,000	0 %
Supplies TOTAL	3,873	11,350	11,350	8,631	11,350	11,350	11,350	0 %

EX04 Contract								
0501.0000 Professional Fees	33,709	36,000	39,000	38,388	36,000	36,000	36,000	8 %
0524.0000 Contract O/S Svs	554	2,700	2,700	250	2,700	2,700	2,700	0 %
0526.0000 O/S Svcs-Temp Personnel	0	2,100	2,100	0	2,100	2,100	2,100	0 %
0554.0000 Gen Repairs/Maint	543	1,200	1,200	130	1,200	1,200	1,200	0 %
0657.0000 Travel/Training/Conferen	0	300	300	0	300	1,500	1,500	400 %
0658.0000 Dues & Subscriptions	30	300	300	0	300	300	300	0 %
0662.0000 Communications	9,285	5,000	2,000	121	5,000	5,000	5,000	150 %
0663.0000 Printing	408	2,200	2,200	1,122	2,200	2,200	2,200	0 %
Contract TOTAL	44,529	49,800	49,800	40,011	49,800	51,000	51,000	2 %

Sup Court TOTAL	73,277	111,971	112,970	96,264	111,964	113,164	113,164	0 %

PROBATE COURT

4213

MISSION STATEMENT

- Probate Court is a court of limited jurisdiction, meaning it is responsible for the probating or proving of all wills of Columbia County residents. Probate Court is also a Court of Record, which means all documents are recorded and kept permanently. Probate Court is divided into three divisions: Civil, Vital Records and Criminal Division.
- The Probate Judges is an elected constitutional officer of said court. The Probate Judges' goal is to maintain all records with the utmost dignity and care, and to facilitate the office with the latest technology, while efficiently serving the citizens of Columbia County.

VISION STATEMENT

- Probate Court is responsible for matters including wills, administrations, guardianships and year's support proceedings. This Court issues and records permits, handles traffic, game and fish cases as well as cases for the Department of Transportation and the Public Service Commission.

ACCOMPLISHMENTS

- Continuing to have old records in the vault microfilmed, rebound and laminated.
- Judge and clerks attended school and seminars to maintain certification.
- Implemented a new computer system to compile with Georgia Superior Court Clerks Cooperative Authority.

GOALS F/Y 2006/2007

- Improve the computer network capability so that we can provide a full and complete service at both office locations.
- Continue training and education for clerks.
- To operate in the most economical and efficient manner.
- To provide service to the citizens in a prompt and professional manner
- Continue a superior accounting system to assure accuracy and accountability.
- Continue to keep office personnel staffed to meet the growing needs of Columbia County.

PAGE 76
BP0200
LDELOACH

ACCOUNT	2005 Actual Expense	2006 Adopted Budget	2006 Amended Budget	2006 Actual Expense	2007 Dept. Head Requested	2007 Committee Review	2007 Commission Approved	% CHANGE
Fund 1111 - General Fund								
Department 4213 - Probate Court								
EX01 Personnel								
0300.0000 Salaries & Wages	361,990	410,744	413,606	371,371	455,503	455,503	455,503	10 %
0305.0000 Overtime Permanent Pay	11,039	10,000	10,000	10,055	10,000	10,000	10,000	0 %
0305.0005 Vacation	17,586	0	0	28,227	0	0	0	0 %
0305.0010 Sick Leave	13,512	0	0	14,756	0	0	0	0 %
0305.0015 Holiday Pay	12,809	0	0	12,580	0	0	0	0 %
0310.0001 Employee Med & Dental	37,093	42,207	44,509	41,132	45,171	45,171	45,171	1 %
0310.0002 Group Life Insurance	308	371	371	292	404	404	404	9 %
0310.0003 Retirement	23,477	24,745	24,917	23,257	26,833	26,833	26,833	8 %
0310.0015 Fica	29,807	31,422	31,641	30,887	34,846	34,846	34,846	10 %
0310.0020 Worker's Compensation	1,280	2,556	2,556	2,886	2,755	2,755	2,755	8 %
0310.0030 Expense Allowance	3,600	3,600	3,600	3,600	3,600	3,600	3,600	0 %
0311.0000 New Personnel Requests	0	0	13,508	0	0	0	0	0 %
0312.0000 Unemployment Insurance	249	238	238	257	271	271	271	14 %
Personnel TOTAL :	512,750	525,883	544,946	539,300	579,383	579,383	579,383	6 %
DOCUMENTS FOR CLASSIFICATION: 1111 4213								
\$3,600 constitutional officers' expense allowance		EX01		Expense Allowances				
EX02 Supplies								
0365.0000 Postage	3,105	5,000	5,000	2,146	5,000	5,000	5,000	0 %
0390.0000 Office Supplies	5,820	6,000	0	0	0	0	0	0 %
0420.0000 Operating Materials/Supp	3,012	5,500	11,500	7,744	11,500	11,500	11,500	0 %
0460.0000 Utilities	17,549	0	0	0	0	0	0	0 %
0664.0000 Books & Reports	1,520	4,000	4,000	965	4,000	4,000	4,000	0 %
Supplies TOTAL :	31,006	20,500	20,500	10,855	20,500	20,500	20,500	0 %
EX04 Contract								
0524.0000 Contract O/S Svs	29,331	25,000	25,000	14,890	25,000	25,000	25,000	0 %
0526.0000 O/S Svcs-Temp Personnel	0	7,000	7,000	0	7,000	7,000	7,000	0 %
0528.0000 General O/S Svs	120	0	0	0	0	0	0	0 %
0554.0000 Gen Repairs/Maint	213	3,000	3,000	3,561	3,000	4,000	4,000	33 %
0655.0000 Per Diem Fees	1,075	2,500	2,500	1,449	2,500	3,000	3,000	20 %
0657.0000 Travel/Training/Conferen	5,262	10,000	10,000	5,284	10,000	10,000	10,000	0 %
0658.0000 Dues & Subscriptions	250	700	700	0	700	700	700	0 %
0662.0000 Communications	7,669	10,000	10,000	552	10,000	10,000	10,000	0 %
0663.0000 Printing	3,375	5,000	5,000	1,414	5,000	5,000	5,000	0 %
Contract TOTAL :	47,295	63,200	63,200	27,150	63,200	64,700	64,700	2 %
EX07 Other Cost								
0666.0000 Miscellaneous	0	5,000	5,000	3,605	5,000	5,000	5,000	0 %
0681.0001 Grant Expenditures	0	5,000	5,000	0	5,000	5,000	5,000	0 %

Columbia County **LIVE**
DATE 6/22/06
TIME 9:03:02

F I N A N C I A L M A N A G E M E N T
BUDGET LISTING

PAGE 77
BP0200
LDELOACH

ACCOUNT	2005 Actual Expense	2006 Adopted Budget	2006 Amended Budget	2006 Actual Expense	2007 Dept. Head Requested	2007 Committee Review	2007 Commission Approved	% CHANGE
=====								
Fund 1111 - General Fund								
=====								
Department 4213 - Probate Court								

Other Cost TOTAL :	0	10,000	10,000	3,605	10,000	10,000	10,000	0 %

Probate Ct TOTAL :	591,051	619,583	638,646	580,910	673,083	674,583	674,583	6 %

COLUMBIA COUNTY JUVENILE COURT

4214

MISSION STATEMENT

To receive and dispose of all non-criminal and criminal charges placed against all persons under the age of seventeen and further any offense deemed as unruly for persons under the age of eighteen. Additionally, to monitor on a timely basis all cases of children placed in the care of the Columbia County Department of Family and Children Services.

VISION STATEMENT

Juvenile Court will provide prevention and early intervention services in an effort to reduce delinquency for minor offenders and supply opportunities for rehabilitation for more serious offenders

DEPARTMENT DESCRIPTION

The Court is the primary agency for the judicial functions relating to persons under the age of seventeen years and unruly offenders under the age of eighteen. The Court is required to receive and dispose of complaints in a manner that is in the best interest of the child and the community. Charges may be disposed of by dismissal, informal probation and formal probation or placing the youth in the custody of the Georgia Department of Juvenile Justice.

GOALS FOR 2006/2007

- Administer the functions of Juvenile Court as delegated by law.
- Develop and implement local programs to meet the needs of the youth and citizen of Columbia County, funding program at minimal or no budget impact.
- Strive to become financially semi-self sufficient.

ACCOMPLISHMENTS

- Staff completed various training course to enhance knowledge and keep abreast of changes in laws.
- Maintain Citizen Panel Foster Reviews with volunteers and part-time Coordinator.
- Fund rental fees for community service vans at no expense to County.
- Juvenile Court selected as Team of the 4th Quarter for 2005 for the County.

- Juvenile Court selected as Team of the Year 2005 for the County.
- Continued implementation of listed programs to meet the needs of youthful offenders at no financial impact to the County's budget.
 - Anger Management Program
 - Mediation Program
 - Decision Making Program
 - Character Education Program For Males/Females
 - Adolescent Safe Passage Program (Phase I)
 - Adolescent Safe Passage Educational Program (Phase II)
 - Tobacco and Other Addictive Drugs Program (Phase I & II)
 - Prevention and Diversion Program
 - Community Service Program
 - Family Solutions Program

WORKLOAD MEASUREMENT

<u>Actual Cases for FY 04/05</u>	<u>Estimated Cases for FY 05/06</u>	<u>Forecast 06/07</u>
1459	1560	1650

PERFORMANCE MEASURES

<u>Actual Cases for FY 04/05</u>	<u>Estimated Cases for FY 05/06</u>	<u>Forecast 06/07</u>
1459	1560	1650

STAFFING

<u>For FY 04/05</u>		<u>For FY 05/06</u>		<u>For FY 06/07</u>	
Chief Probation Officer	1	Chief Probation Officer	1	Chief Probation Officer	1
Probation Officer	4	Probation Officer	5	Probation Officer	6
Full - Time Clerk	1	Full Time- Clerk	1	Full –Time Clerk	2
Part - Time Clerk	0	Part -Time Clerk	0	Part – Time Clerk	0
TOTAL	6	TOTAL	7	TOTAL	9

Columbia County **LIVE**
 DATE 6/22/06
 TIME 9:03:02

F I N A N C I A L M A N A G E M E N T
 BUDGET LISTING

PAGE 78
 BP0200
 LDELOACH

ACCOUNT	2005 Actual Expense	2006 Adopted Budget	2006 Amended Budget	2006 Actual Expense	2007 Dept. Head Requested	2007 Committee Review	2007 Commission Approved	% CHANGE
Fund 1111 - General Fund								
Department 4214 - Juvenile Court								
EX01 Personnel								
0300.0000 Salaries & Wages	176,785	245,959	251,798	217,884	253,676	253,676	253,676	1 %
0305.0005 Vacation	9,945	0	0	11,651	0	0	0	0 %
0305.0010 Sick Leave	5,023	0	0	3,017	0	0	0	0 %
0305.0015 Holiday Pay	8,505	0	0	8,488	0	0	0	0 %
0310.0001 Employee Med & Dental	30,005	40,447	41,825	41,045	44,824	44,824	44,824	7 %
0310.0002 Group Life Insurance	180	236	236	241	267	267	267	13 %
0310.0003 Retirement	15,587	17,907	18,257	19,563	19,728	19,728	19,728	8 %
0310.0015 Fica	15,712	18,816	19,263	18,628	19,406	19,406	19,406	1 %
0310.0020 Worker's Compensation	2,831	5,904	5,904	6,274	6,078	6,078	6,078	3 %
0310.0030 Expense Allowance	16,100	16,561	16,561	17,162	17,976	21,571	21,571	30 %
0311.0000 New Personnel Requests	0	0	0	0	40,750	47,562	47,562	0 %
0312.0000 Unemployment Insurance	173	197	197	206	203	203	203	3 %
Personnel TOTAL	280,846	346,027	354,041	344,159	402,908	413,315	413,315	17 %
DOCUMENTS FOR CLASSIFICATION: 1111 4214								
supplement for judge \$17,000			EX01	New Requests				
EX02 Supplies								
0365.0000 Postage	492	2,000	2,000	543	2,000	2,000	2,000	0 %
0390.0000 Office Supplies	2,425	3,500	0	0	0	0	0	0 %
0420.0000 Operating Materials/Supp	388	1,000	4,500	2,582	5,000	5,000	5,000	11 %
0460.0000 Utilities	12,285	0	0	0	0	0	0	0 %
0564.0000 Minor Property Expense	0	0	0	0	0	700	700	0 %
0640.0000 Gas, Oil, Diesel Fuel	719	900	900	788	1,500	1,500	1,500	67 %
0664.0000 Books & Reports	0	0	0	0	0	0	0	0 %
Supplies TOTAL	16,309	7,400	7,400	3,913	8,500	9,200	9,200	24 %
EX04 Contract								
0501.0000 Professional Fees	8,590	15,000	15,000	9,680	15,000	15,000	15,000	0 %
0524.0000 Contract O/S Svs	26,438	20,000	20,000	11,799	20,000	20,000	20,000	0 %
0526.0000 O/S Svcs-Temp Personnel	6,500	7,500	7,500	5,812	7,500	7,500	7,500	0 %
0528.0000 General O/S Svs	13,699	15,000	15,000	14,877	10,000	10,000	10,000	33 %
0655.0000 Per Diem Fees	594	700	700	286	700	700	700	0 %
0657.0000 Travel/Training/Conferen	1,906	4,000	4,000	2,081	5,000	5,000	5,000	25 %
0662.0000 Communications	2,877	5,800	5,800	505	5,800	5,800	5,800	0 %
0663.0000 Printing	162	1,600	1,600	557	1,600	1,600	1,600	0 %
Contract TOTAL	60,766	69,600	69,600	45,597	65,600	65,600	65,600	6 %

DOCUMENTS FOR CLASSIFICATION: 1111 4214
 0528.0000 General Outside Services
 \$10,000 GRANT AMOUNT RECEIVED REDUCED FROM \$15,000 TO \$10,000.

EX04

EX04

Columbia County **LIVE**
 DATE 6/22/06
 TIME 9:03:02

F I N A N C I A L M A N A G E M E N T
 BUDGET LISTING

PAGE 79
 BP0200
 LDELOACH

ACCOUNT	2005 Actual Expense	2006 Adopted Budget	2006 Amended Budget	2006 Actual Expense	2007 Dept. Head Requested	2007 Committee Review	2007 Commission Approved	% CHANGE
Fund 1111 - General Fund								
Department 4214 - Juvenile Court								
DOCUMENTS FOR CLASSIFICATION: 1111 4214		EX04		EX04				
0501.0000 Professional Fees								
\$15,000 Budgeted for salary of local Program Coordination of the mandated Judicial Citizens Panel Review Board.								
DOCUMENTS FOR CLASSIFICATION: 1111 4214		EX04		EX04				
0657.0000 TRAVEL/TRAINING/CONFERENCES								
\$5000-\$1000 BUDGET INCREASE TO FUND MANDATED CONFERENCES/TRAINING FOR JUVENILE COURT JUDGE/STAFF.								
EX07 Other Cost								33-%
0681.0001 Grant Expenditures	76,300	15,000	15,000	13,221	10,000	10,000	10,000	33-%
Other Cost TOTAL :	76,300	15,000	15,000	13,221	10,000	10,000	10,000	33-%
Juvenile C TOTAL :	434,221	438,027	446,041	406,890	487,008	498,115	498,115	12 %

MAGISTRATE COURT

4215

MISSION STATEMENT

The Magistrate Court is a venue for the professional resolution of disputes and enforcement of the civil and criminal laws of the State of Georgia and Columbia County.

DEPARTMENT DESCRIPTION

Every County in Georgia has a Magistrate Court by operation of the Georgia Constitution and Georgia Statutes. The Magistrate Court of Columbia County is made up of three distinct groups – the Clerk’s Office, the Marshall’s Office and the Magistrate Judges. All three groups fall under the direct supervision of the Chief Magistrate and are vital to the ability of the Magistrate’s Office to function properly. There are presently 13 employees of the Magistrate Court, including the elected Chief Magistrate.

The Clerk’s Office handles recording and scheduling of all criminal and civil cases in Magistrate Court. The Clerks handle the operation of the Magistrate’s Office and process the vast number of filings that occur within the Court. The Clerks also draft all Court Orders, process garnishment payments, prepare default judgments, issue calendars and subpoena, schedule court reporters, schedule probation revocation hearings, process bad check citations, oversee the office accounting and assist with the management of the budget which is set by the Board of Commissioners.

The Marshals are responsible for service of all documents or papers relating to Magistrate Court, including personal service of summons, subpoenas, evictions, garnishment, bad check citations, Rule Nisi Orders and other documents as required by the Court. The Marshals provide courtroom security for Magistrate Court for the multiple hearings that are conducted every week.

The Magistrates are on duty 7 days per week, 24 hours per day to consider arrest and search warrant requests from law enforcement officials. Request for warrants by private individual are considered by way of a Warrant Application Hearing. The Magistrates preside over those prewarrant hearings on a weekly basis. The Magistrate make initial determinations relating to bond and are responsible for the setting of bond in 90% of all criminal cases. The Magistrates perform First Appearance Hearings and Extradition Hearings on a regular basis. The Chief Magistrate and the Associate Magistrate preside over all contested hearings in criminal and civil cases.

WORKLOAD MEASUREMENTS

The Magistrate Court has jurisdiction over criminal and civil matters. Within this report, we have attempted to give an accurate overview of the activity of the Court during 2005. The filings received for the first month of 2006 suggest that the growth trend that Magistrate Court has experienced in recent years will continue.

The Court refers to all matters that are not criminal as civil matters. Under the heading of civil matters, the Court handles general civil suits, dispossessory actions, garnishments, mech. leins/abandoned motor vehicles and performs weddings. Each civil matter requires Court personnel to docket and manage every document that is filed with the Court. The also includes the issuance of subpoenas, preparation of court calendars, docketing and entering misc. litigation, preparing Court Orders. Some cases or filings require a hearing by the Court to resolve the case which requires court personnel to attend the hearings. However, not all civil cases require a hearing. Within the context of civil actions, the Marshals Office must attempt to serve various types of documents, including the enforcement of the Court's Orders. It is impossible to estimate the amount of time that each case requires from Court personnel as every case is different. The civil matters addressed by the Court if 2005 appear below.

- Number of new civil case filed – 1,234 (359 disposed of by trial, 473 disposed of by non-trial)
- Number of Dispossessory filed – 952 (59 disposed of by trial, 871 disposed of by non-trial)
- Number of garnishments filed – 283 (3 disposed of by trial, 157 disposed of by pay outs)
1009 payments/checks disbursed
- Mech. Lein/Abandoned Motor Vehicles filed – 15 (4 disposed of by trial, 3 disposed of by non-trial)
- Weddings performed-----311 during normal business hours
- Number of civil and criminal documents served by Marshals ffice...4478

The Court also presides over criminal matters. One of the primary duties of the primary duties of the Magistrate Court are to consider criminal arrest and search warrants by law enforcement personnel. Private citizens may also seek criminal arrest warrants but Georgia law was changed a few years ago to require a Warrant Application Hearing prior to any private being issued. There are several duties of the Court which are related to the issuance of arrest warrants to include the consideration of bond, First Appearance Hearings, Extradition Hearings and Preliminary Hearings.

Also within the heading of criminal matters, Magistrate Court is charged with the responsibility of hearing Misdemeanor Deposit Account Fraud matters and County

Ordinance violations. Defendants who are found guilty of such violations are subject to penalties and frequently are placed on probation to avoid incarceration. As is true for civil cases, not all criminal cases require a hearing, but do require court personnel to attend those hearings. The Marshals Office is charged with the responsibility of serving various papers relating to criminal matters, including citations, subpoenas, Rule Nisi Orders, warrants, and certain hearing notices. The Criminal Matters addressed by the Court in 2005 appear below:

- Number of criminal warrants issued2140
(1189 Felony, 957 Misdemeanors)
- Initial Appearance Hearings conducted.....462
- Preliminary Hearings.....195
- Number of County Ordinance cases filed 966 (1101 disposed of by Trail)
- Misdemeanor Deposit Account Fraud Citations filed 453 (40 disposed Of by trial, 232 paid out before court date)
- Probation Revocation Hearings conducted.....178
- Number of Warrant Application Hearings 186 filed and hearing held
- Number of Good Behavior Orders issued and hearings held 89
- Number of Search Warrants filed 80

****3018 cases (Civil/Criminal) heard by Judge Padgett & Judge Christine only****

DISBURSEMENTS

- Total sum of fines collected thru probation office.....\$110,559.73
- Total fines, fees, & cost collected.....\$407,396.94
- Total restitution paid out.....\$343,180.28

Another important function of the Magistrate's Office is the collection and disbursement of sums collected by the Magistrate's Office. Most initial case filings require a filing fee, regardless of whether the matter is civil or criminal in nature. Every fine that is imposed by the Court relating to criminal matters requires the payment of certain surcharge to State and local agencies. Additionally, garnishments actions and collection of restitution for victims of crimes require the payment of sums collected to the individual plaintiff or victim as each installment is received by the court. The accounting function of the Magistrate Court is a growing obligation that requires countless man hours to complete each month. As the Court is not presently automated to allow these disbursements to be accomplished by computer, the time devoted to accounting is enormous.

Columbia County **LIVE**
 DATE 6/22/06
 TIME 9:03:02

F I N A N C I A L M A N A G E M E N T
 BUDGET LISTING

PAGE 80
 BP0200
 LDELOACH

ACCOUNT	2005 Actual Expense	2006 Adopted Budget	2006 Amended Budget	2006 Actual Expense	2007 Dept. Head Requested	2007 Committee Review	2007 Commission Approved	% CHANGE
=====								
Fund 1111 - General Fund								
=====								
Department 4215 - Magistrate Court								

EX01 Personnel								
0300.0000 Salaries & Wages	404,298	421,946	419,109	389,547	435,237	435,237	435,237	4 %
0305.0005 Vacation	16,514	0	0	15,453	0	0	0	0 %
0305.0010 Sick Leave	9,994	0	0	2,045	0	0	0	0 %
0305.0015 Holiday Pay	8,667	0	0	9,086	0	0	0	0 %
0310.0001 Employee Med & Dental	70,331	84,504	86,868	68,657	81,185	81,185	81,185	7 %
0310.0002 Group Life Insurance	376	339	339	365	412	412	412	22 %
0310.0003 Retirement	28,236	27,792	27,622	26,770	27,732	27,732	27,732	0 %
0310.0015 Fica	32,170	32,279	32,062	30,715	33,296	33,296	33,296	4 %
0310.0020 Worker's Compensation	3,172	7,462	7,462	7,595	7,674	7,674	7,674	3 %
0310.0030 Expense Allowance	0	1,680	1,680	1,543	1,680	1,680	1,680	0 %
0310.0031 Supplement Pay	8,201	8,096	8,096	7,960	8,096	8,096	8,096	0 %
0311.0000 New Personnel Requests	0	0	3,450	0	69,997	69,997	69,997	1,929 %
0312.0000 Unemployment Insurance	336	338	338	340	348	348	348	3 %
Personnel TOTAL	582,295	584,436	587,026	560,076	665,657	665,657	665,657	13 %

EX02 Supplies								
0318.0000 Uniforms	6,435	5,000	5,000	4,910	5,000	5,000	5,000	0 %
0365.0000 Postage	3,698	8,500	5,500	4,294	5,000	5,000	5,000	9 %
0390.0000 Office Supplies	5,142	3,500	0	0	0	0	0	0 %
0420.0000 Operating Materials/Supp	1,734	1,500	8,900	7,486	8,000	8,000	8,000	10 %
0460.0000 Utilities	22,814	0	0	0	0	0	0	0 %
0564.0000 Minor Property Expense	0	0	4,000	0	0	3,000	3,000	25 %
0640.0000 Gas, Oil, Diesel Fuel	5,541	6,500	9,000	7,370	9,000	9,000	9,000	0 %
0664.0000 Books & Reports	3,059	5,000	5,000	3,932	5,000	5,000	5,000	0 %
Supplies TOTAL	48,423	30,000	37,400	27,992	32,000	35,000	35,000	6 %

DOCUMENTS FOR CLASSIFICATION: 1111 4215			EX02		Minor Property			
desk, chair, computer for new hire								
EX04 Contract								
0524.0000 Contract O/S Svs	18,423	6,500	11,215	7,789	11,215	11,215	11,215	0 %
0526.0000 O/S Svcs-Temp Personnel	0	0	0	0	16,000	0	0	0 %
0528.0000 General O/S Svs	156	0	0	0	0	0	0	0 %
0554.0000 Gen Repairs/Maint	1,082	2,700	2,700	229	2,700	2,700	2,700	0 %
0630.0000 Veh Repairs/Maint	3,817	4,000	1,500	657	4,000	4,000	4,000	167 %
0655.0000 Per Diem Fees	150	1,000	1,000	225	1,000	1,000	1,000	0 %
0657.0000 Travel/Training/Conferen	7,960	9,000	9,000	7,094	9,000	9,000	9,000	0 %
0658.0000 Dues & Subscriptions	404	450	450	174	450	450	450	0 %
0662.0000 Communications	10,875	12,000	7,100	5,639	8,000	8,000	8,000	13 %
0663.0000 Printing	5,401	5,000	5,000	4,872	7,000	7,000	7,000	40 %
Contract TOTAL	48,268	40,650	37,965	26,679	59,365	43,365	43,365	14 %

Columbia County **LIVE**
DATE 6/22/06
TIME 9:03:02

F I N A N C I A L M A N A G E M E N T
BUDGET LISTING

PAGE 81
BP0200
LDELOACH

ACCOUNT	2005 Actual Expense	2006 Adopted Budget	2006 Amended Budget	2006 Actual Expense	2007 Dept. Head Requested	2007 Committee Review	2007 Commission Approved	% CHANGE
Fund 1111 - General Fund								
Department 4215 - Magistrate Court								
Magistrate TOTAL . . . :	678,986	655,086	662,391	614,747	757,022	744,022	744,022	12 %

COLUMBIA COUNTY SHERIFF'S OFFICE

4311

MISSION STATEMENT

To improve the quality of life in Columbia County by providing the highest level of law enforcement service through a working partnership with the community in order to maintain respect for individual's rights and human dignity.

To recognize and reward Sheriff's Office employees for their value and importance by establishing and maintaining high standards of conduct.

To ensure that all employees are treated equitably and fairly and to provide the members of the Sheriff's Office with the leadership, training and equipment necessary to fulfill their potential into the next millennium.

AGENCY DESCRIPTION

The Columbia County Sheriff's Office (CCSO) is headed by Sheriff Clay N. Whittle. Serving as Chief Deputy is Louis P. Ciamillo. The CCSO uses a triple-cylindrical management system with the three bureaus. The Field Operations Bureau, commanded by Major Rick Whitaker, is comprised of the Patrol, Investigations and Special Operations Divisions. The Management Services Bureau, commanded by Major Michael L. Adams, is comprised of the Administrative Services Division and Community Services Division. The Detention and Court Services Bureau, commanded by Major John Wheeler, is comprised of the Detention Center, Court Security, Transportation and Classification. The Majors answer directly to the Chief Deputy. The Chief Deputy oversees the Office of Professional Standards and Training Division.

CCSO GOALS

1. Expand our community oriented policing initiatives through more education at the first line supervisory and command level as well as rank and file of the agency.
 - A. Become aware of community concerns and problems.
 - B. Implement problem-oriented policing initiatives agency-wide.

- C. Expand the training and education for entire agency from the command staff down to the rank and file.
- D. Ensure that members of the agency who initiate P.O.P. projects are recognized.
- E. Educate key stakeholders in the public regarding C.O.P. and P.O.P. philosophy.
- F. Continue to lower the crime rate through aggressive crime analysis and suppression techniques.
- G. Improve the overall quality of life by conducting quarterly citizen surveys to random citizens to ensure high levels of customer service.

ACCOMPLISHMENTS

HIGHLIGHTS FROM THE 2005 CRIME STATISTICS

NOTE: ALL FIGURES ARE EXPRESSED PER 100,000

PART 1 CRIME	CCSO FIGURES	*NATIONAL FIGURES	PER CENT OF NATIONAL AVERAGE
OVERALL	1794.3	4009.9	44.7%
MURDER	1.0	5.5	17.3%
RAPE	13.3	32.2	41.4%
ROBBERY	26.7	136.7	19.5%
AGG. ASSAULT	41.9	291.1	14.4%
BURGLARY	252.4	729.0	34.6%
THEFTS	1447.6	2787.2	51.9%
ARSON	11.4	28.2	40.5%

*NATIONAL FIGURES TAKEN FROM MOST RECENT UCR
FIGURES RELEASED FROM THE FBI

THE FOLLOWING ARE STATISTICS COMPARING THE YEARS
2004 & 2005

	YR 2004	YR 2005
OVERALL CRIME	5225	5339
PART 1 CRIME	1783	1884
BURGLARY	243	265
THEFT	1463	1520
DOMESTIC VIOLENCE BATTERY	36	39
JUVENILE OFFENSES	893	1018
DUI ARRESTS	370	327
CRIMINAL TRESPASS	837	777
ARMED ROBBERY	9	16

Columbia County **LIVE**
 DATE 6/22/06
 TIME 9:03:02

F I N A N C I A L M A N A G E M E N T
 BUDGET LISTING

PAGE 82
 BP0200
 LDELOACH

ACCOUNT	2005 Actual Expense	2006 Adopted Budget	2006 Amended Budget	2006 Actual Expense	2007 Dept. Head Requested	2007 Committee Review	2007 Commission Approved	% CHANGE
Fund 1111 - General Fund								
Department 4311 - Sheriff's Office								
EX01 Personnel								
0300.0000 Salaries & Wages	5,346,040	6,064,228	6,259,480	5,291,953	6,456,727	6,456,727	6,456,727	3 %
0300.0001 Salaries & Wages Temp	33,286	0	0	32,439	0	0	0	0 %
0300.0002 Salaries & Wages Other	0	0	0	0	0	0	0	0 %
0305.0000 Overtime Permanent Pay	199,231	150,000	150,000	294,587	150,000	150,000	150,000	0 %
0305.0005 Vacation	290,297	0	0	350,446	0	0	0	0 %
0305.0010 Sick Leave	155,476	0	0	103,760	0	0	0	0 %
0305.0015 Holiday Pay	232,525	0	0	226,483	0	0	0	0 %
0305.0020 Lake Patrol	23,609	0	0	15,997	0	0	0	0 %
0310.0001 Employee Med & Dental	774,344	844,916	878,896	800,277	898,516	898,516	898,516	2 %
0310.0002 Group Life Insurance	5,044	5,502	5,502	5,071	6,303	6,303	6,303	15 %
0310.0003 Retirement	439,965	415,787	427,399	450,868	456,018	456,018	456,018	7 %
0310.0015 Fica	465,249	458,875	473,678	469,585	487,968	487,968	487,968	3 %
0310.0020 Worker's Compensation	73,931	150,820	150,820	164,315	162,204	162,204	162,204	8 %
0310.0030 Expense Allowance	77,052	141,165	155,305	95,231	166,554	177,034	177,034	14 %
0310.0031 Supplement Pay	41,785	0	0	43,733	0	0	0	0 %
0311.0000 New Personnel Requests	0	0	107,559	0	317,286	210,075	210,075	95 %
0312.0000 Unemployment Insurance	5,070	4,723	4,723	5,085	5,025	5,025	5,025	6 %
Personnel TOTAL	8,162,904	8,236,016	8,613,362	8,349,830	9,106,601	9,009,870	9,009,870	5 %

DOCUMENTS FOR CLASSIFICATION: 1111 4311 EX01 Expense Allowances
 includes clothing allowances for 42 officers + 1 new investigator
 @ \$1,600/year

EX02 Supplies								
0318.0000 Uniforms	72,494	130,000	130,000	98,517	130,000	130,000	130,000	0 %
0365.0000 Postage	2,804	4,000	4,000	4,000	5,000	5,000	5,000	25 %
0390.0000 Office Supplies	23,172	31,500	0	126	0	0	0	0 %
0420.0000 Operating Materials/Supp	145,017	100,000	131,896	90,211	125,000	125,000	125,000	5 %
0420.0020 "Dare" Expense	18,527	25,000	25,000	18,040	25,000	25,000	25,000	0 %
0460.0000 Utilities	300,216	0	0	0	0	0	0	0 %
0564.0000 Minor Property Expense	231,821	50,000	50,000	130,958	60,000	60,000	60,000	20 %
0565.0020 Canine Expense	6,213	7,000	7,000	2,132	6,000	6,000	6,000	14 %
0640.0000 Gas, Oil, Diesel Fuel	346,580	300,000	300,000	443,355	400,000	400,000	400,000	33 %
0664.0000 Books & Reports	4,908	5,000	5,000	408	5,000	5,000	5,000	0 %
Supplies TOTAL	1,151,752	652,500	652,896	787,747	756,000	756,000	756,000	16 %

DOCUMENTS FOR CLASSIFICATION: 1111 4311 EX02 Minor Property

0564.0000 MINOR PROPERTY EXPENSE	\$60000.00
1) 2 AUTOMATIC POP UP TARGET SYSTEM @ \$726.00	\$1452.00
2) 4 BIKE PATROL EQUIPMENT (NEW HIRES) @ \$600.00	\$2400.00
3) 8 BINOCULARS	\$1400.00
4) 5 BITE SLEEVE CUFFS (K9) @ \$80.00	\$400.00

Columbia County **LIVE**
 DATE 6/22/06
 TIME 9:03:02

FINANCIAL MANAGEMENT
 BUDGET LISTING

PAGE 83
 BP0200
 LDELOACH

ACCOUNT	2005 Actual Expense	2006 Adopted Budget	2006 Amended Budget	2006 Actual Expense	2007 Dept. Head Requested	2007 Committee Review	2007 Commission Approved	% CHANGE
Fund 1111 - General Fund								
Department 4311 - Sheriff's Office								
5) 1 BRASS BUGGY			\$450.00					
6) 4 BUDDY BOWLS (K9) @ \$20.00			\$80.00					
7) 13 CASSETTE PLAYER/RECORDER			\$1325.00					
8) 2 COMPUTER MULTIMEDIA CABIN @ \$597.00			\$1194.00					
9) 4 COOL K9 @ \$80.00			\$320.00					
10) 2 CPR DUMMIES @ \$400.00			\$800.00					
11) 41 DIGITAL CAMERAS			\$10100.00					
12) 16 DOG BOOTS @ \$9.00			\$144.00					
13) 2 DVD/VCR @ \$250.00			\$500.00					
14) 1 FAX MACHINE			\$400.00					
15) 9 FILING CABINETS			\$2140.00					
16) 25 GAS MASK CANISTER REPLACEMENTS @ \$45.00			\$1125.00					
17) 4 MCMILLIAM A4 RIFLE STOCKS @ \$500.00			\$2000.00					
18) 6 OFFICE CHAIRS			\$900.00					
19) 6 OFFICE DESKS			\$2400.00					
20) 1 OLYMPUS DIGITAL RECORDER			\$105.00					
21) 22 PELTOR HEARING PROTECTORS @ \$150.00			\$3300.00					
22) 1 FOLDING TABLE			\$100.00					
23) 4 PRINTERS			\$1300.00					
24) 4 RAMTECH LEAD (K9)@ \$19.00			\$76.00					
25) 4 RAMTECH LONG LINE (K9) @ \$45.00			\$180.00					
26) 10 RED GUNS @ \$160.00			\$1600.00					
27) 10 SHOT GUNS (REMINGTON 870) @ \$260.00			\$2600.00					
28) 2 SHREDDERS			\$1100.00					
29) 14 SPIKE STRIPS			\$6600.00					
30) 27 STINGER FLASHLIGHTS			\$2668.00					
31) 2 TACTICAL LADDERS @ \$400.00			\$800.00					
32) 10 TELEPHONE RECORDERS # \$30.00			\$300.00					
33) 10 TRAINNG AIDS (EXPLORERS) @ \$72.00			\$720.00					
34) 1 VHS/CD RECORDER			\$280.00					
35) 22 WHISPERMIC EARPIECES @ \$50.00			\$1100.00					
36) CONTINGENCY			\$7641.00					
EX04 Contract								
0508.0000 Leased Equipment	7,450	8,400	8,400	7,750	8,400	8,400	8,400	0 %
0515.0000 Medical Services	750	3,300	3,300	0	3,300	3,300	3,300	0 %
0518.0000 Adver/Marketing	1,819	50,000	24,000	10,372	50,000	50,000	50,000	108 %
0524.0000 Contract O/S Svs	283,926	150,000	173,300	131,457	173,300	173,300	173,300	0 %
0528.0000 General O/S Svs	6,411	9,000	9,000	4,525	9,000	9,000	9,000	0 %
0554.0000 Gen Repairs/Maint	32,571	37,500	37,500	23,577	37,500	37,500	37,500	0 %
0630.0000 Veh Repairs/Maint	108,912	200,000	200,000	91,596	200,000	200,000	200,000	0 %
0657.0000 Travel/Training/Conferen	90,933	125,000	125,000	122,184	130,000	130,000	130,000	4 %
0658.0000 Dues & Subscriptions	4,910	5,000	5,000	4,943	5,000	5,000	5,000	0 %
0660.0000 Equipment Rental	662	1,000	1,000	635	1,000	1,000	1,000	0 %
0662.0000 Communications	91,923	174,000	173,720	29,011	173,720	173,720	173,720	0 %
0663.0000 Printing	10,094	30,000	30,000	9,960	30,000	30,000	30,000	0 %

Columbia County **LIVE**
 DATE 6/22/06
 TIME 9:03:02

F I N A N C I A L M A N A G E M E N T
 BUDGET LISTING

PAGE 84
 BP0200
 LDELOACH

ACCOUNT	2005 Actual Expense	2006 Adopted Budget	2006 Amended Budget	2006 Actual Expense	2007 Dept. Head Requested	2007 Committee Review	2007 Commission Approved	% CHANGE
Fund 1111 - General Fund								
Department 4311 - Sheriff's Office								
Contract TOTAL	640,361	793,200	790,220	436,010	821,220	821,220	821,220	4 %
EX07 Other Cost								
0681.0001 Grant Expenditures	697	0	10,626	12,311	10,626	10,626	10,626	0 %
Other Cost TOTAL	697	0	10,626	12,311	10,626	10,626	10,626	0 %
EX09 Capital								
0811.0000 Buildings	22,616	0	91,868	4,930	23,700	23,700	23,700	74-%
0813.0000 Vehicles & Motorized Mac	519,787	0	506,000	469,171	1,156,824	891,149	891,149	76 %
0813.6100 Vehicles/Mot Mach-Replac	0	0	0	0	0	0	0	0 %
0814.0000 Computers/Communica Equi	0	0	133,554	27,974	196,119	196,119	196,119	47 %
0815.0000 Other Equipment	16,990	0	79,420	47,122	77,214	77,214	77,214	3-%
Capital TOTAL	559,393	0	810,842	549,197	1,453,857	1,188,182	1,188,182	47 %

DOCUMENTS FOR CLASSIFICATION: 1111 4311

0811.0000 CIP BUILDING	EX09	\$23700.00	EX09
1) COMPUTER ROOM RENOVATION		\$15000.00	
2) ELECTRICAL CONTRACTING		\$5000.00	
3) OFFICE FOR RECORDS SUPERVISOR (MATERIALS)		\$1500.00	
4) STORAGE BUILDING		\$2100.00	

0813.0000 CIP VEHICLE	\$891149
1) 35 REPLACEMENT/NEW PATROL VEHICLES	\$808000.00
2) DUTY MOTORCYLES OFF LEASE PURCHASE	\$48149.00
3) FULL SIZE SUV	\$35000.00

0814.0000 CIP COMPUTER	\$196119.00
1) 2 DELL SERVER 2850 @ \$8000.00	\$16000.00
2) 37 DESK TOP COMPUTERS @ \$1250.00	\$46250.00
3) 1 FILE AND PRINT SERVER	\$10000.00
4) 1 GFI MAIL ARCHIVER	\$1350.00
5) 24 LAPTOP COMPUTERS	\$50200.00
6) 1 MOBILE DATA QUOTE GCIC/NCIC	\$23319.00
7) 120 WIRELESS ACCESS POINTS	\$49000.00

0814.0000 CIP M&E/OTHER	\$77214.00
1) 2 SKYLINE DISPLAY BOARD @ \$2053.00	\$4106.00
2) 1 DATA AND MEDIA SAFE	\$7000.00
3) 2 MODULAR DAY/NIGHT WEAPON SIGHT @ \$6000.00	\$12000.00
4) 7 RADAR UNITS	\$22020.00
5) 2 UPS POWER SOURCE @ \$3500.00	\$7000.00
6) 3 VIDEO CAMERAS (TRAFFIC CAR) @ \$5500.	\$16500.00
1) 150 ANTI SPYWARE SOFTWARE @ \$39.95	\$5992.50
2) 1 KEYSTROKE LOGGING SOFTWARE	\$995.00

Columbia County **LIVE**
DATE 6/22/06
TIME 9:03:02

F I N A N C I A L M A N A G E M E N T
BUDGET LISTING

PAGE 85
BP0200
LDELOACH

ACCOUNT	2005 Actual Expense	2006 Adopted Budget	2006 Amended Budget	2006 Actual Expense	2007 Dept. Head Requested	2007 Committee Review	2007 Commission Approved	% CHANGE
=====								
Fund 1111 - General Fund								
=====								
Department 4311 - Sheriff's Office								

3) 1 RUNNING MAN TARGET SYSTEM			\$1600.00					

Sheriff TOTAL :	10,515,107	9,681,716	10,877,946	10,135,095	12,148,304	11,785,898	11,785,898	8 %

Columbia County **LIVE**
 DATE 6/22/06
 TIME 9:03:02

F I N A N C I A L M A N A G E M E N T
 BUDGET LISTING

PAGE 86
 BP0200
 LDELOACH

ACCOUNT	2005 Actual Expense	2006 Adopted Budget	2006 Amended Budget	2006 Actual Expense	2007 Dept. Head Requested	2007 Committee Review	2007 Commission Approved	% CHANGE
=====								
Fund 1111 - General Fund								
=====								
Department 4312 - Jail								

EX01 Personnel								
0300.0000 Salaries & Wages	2,997,966	3,457,188	3,559,643	3,060,182	3,802,403	3,802,403	3,802,403	7 %
0305.0000 Overtime Permanent Pay	123,660	120,000	120,000	114,513	120,000	120,000	120,000	0 %
0305.0005 Vacation	149,582	0	0	175,573	0	0	0	0 %
0305.0010 Sick Leave	95,893	0	0	55,844	0	0	0	0 %
0305.0015 Holiday Pay	133,446	0	0	132,905	0	0	0	0 %
0310.0001 Employee Med & Dental	333,213	354,430	373,802	342,814	392,529	392,529	392,529	5 %
0310.0002 Group Life Insurance	3,099	3,031	3,031	3,049	3,527	3,527	3,527	16 %
0310.0003 Retirement	233,545	217,747	223,486	233,115	242,485	242,485	242,485	9 %
0310.0015 Fica	258,687	257,736	265,053	262,527	283,189	283,189	283,189	7 %
0310.0020 Worker's Compensation	43,509	91,467	91,467	97,126	100,839	100,839	100,839	10 %
0310.0030 Expense Allowance	17,252	27,466	27,466	22,015	28,872	33,352	33,352	21 %
0311.0000 New Personnel Requests	0	0	109,612	0	243,561	121,781	121,781	11 %
0312.0000 Unemployment Insurance	2,791	2,673	2,673	2,826	2,937	2,937	2,937	10 %
Personnel TOTAL	4,392,643	4,531,738	4,776,233	4,502,489	5,220,342	5,103,042	5,103,042	7 %

DOCUMENTS FOR CLASSIFICATION: 1111 4312 EX01 Expense Allowances
 includes clothing allowances for 6 officers @ \$1,600/year

EX02 Supplies								
0318.0000 Uniforms	50,963	60,000	60,000	44,721	90,000	78,248	78,248	30 %
0365.0000 Postage	2,500	2,875	2,875	2,501	2,875	2,875	2,875	0 %
0390.0000 Office Supplies	13,999	17,250	0	0	0	0	0	0 %
0420.0000 Operating Materials/Supp	90,049	113,400	130,650	112,960	204,100	167,100	167,100	28 %
0420.0009 Prisoner Boarding Costs	456,927	434,500	434,500	362,464	475,450	475,450	475,450	9 %
0460.0000 Utilities	182,515	0	0	0	0	0	0	0 %
0564.0000 Minor Property Expense	20	27,000	27,000	3,029	27,000	13,175	13,175	51 %
0640.0000 Gas, Oil, Diesel Fuel	27,890	30,000	30,000	32,713	40,000	40,000	40,000	33 %
Supplies TOTAL	824,823	685,025	685,025	558,388	839,425	776,848	776,848	13 %

DOCUMENTS FOR CLASSIFICATION: 1111 4312 EX02 Minor Property
 0564.0000 DETENTION CENTER MINOR PROPERTY \$13175.00
 1) 10 KENWOOD RADIOS (REPLACEMENT)@ \$500.00 \$5000.00
 2) 10 STINGER FLASHLIGHT (REPLACEMENT) @ \$110.00 \$1100.00
 3) 7 MINI-14 @ \$400.00 \$2800.00
 4) 15 DESK CHAIRS @ \$285.00 \$4275.00

EX04 Contract								
0515.0000 Medical Services	279,597	300,000	300,000	196,252	300,000	280,000	280,000	7 %
0524.0000 Contract O/S Svs	318,914	255,350	255,350	202,536	270,000	270,000	270,000	6 %
0528.0000 General O/S Svs	1,247	0	0	0	0	0	0	0 %
0554.0000 Gen Repairs/Maint	25,967	28,000	28,000	16,256	28,000	28,000	28,000	0 %
0561.0000 Spray Field Maintenance	39,653	38,520	38,520	39,653	38,520	38,520	38,520	0 %

Columbia County **LIVE**
 DATE 6/22/06
 TIME 9:03:02

FINANCIAL MANAGEMENT
 BUDGET LISTING

PAGE 87
 BP0200
 LDELOACH

ACCOUNT	2005 Actual Expense	2006 Adopted Budget	2006 Amended Budget	2006 Actual Expense	2007 Dept. Head Requested	2007 Committee Review	2007 Commission Approved	% CHANGE
Fund 1111 - General Fund								
Department 4312 - Jail								
0630.0000 Veh Repairs/Maint	9,844	15,000	15,000	4,703	15,000	15,000	15,000	0 %
0657.0000 Travel/Training/Conferen	22,999	28,920	28,920	21,293	29,420	20,000	20,000	31 %
0658.0000 Dues & Subscriptions	12,265	12,000	12,000	1,915	12,000	7,000	7,000	42 %
0662.0000 Communications	20,391	37,235	37,235	2,703	37,235	37,235	37,235	0 %
0663.0000 Printing	6,491	8,100	8,100	3,440	8,100	8,100	8,100	0 %
Contract TOTAL :	737,368	723,125	723,125	488,751	738,275	703,855	703,855	3 %
EX07 Other Cost								
0666.0000 Miscellaneous	8,850	0	0	0	0	0	0	0 %
Other Cost TOTAL :	8,850	0	0	0	0	0	0	0 %
EX09 Capital								
0813.0000 Vehicles & Motorized Mac	0	0	0	0	0	100,000	100,000	0 %
0814.0000 Computers/Communica Equi	0	0	0	0	0	31,200	31,200	0 %
0815.0000 Other Equipment	0	0	0	0	0	0	0	0 %
Capital TOTAL :	0	0	0	0	0	131,200	131,200	0 %
DOCUMENTS FOR CLASSIFICATION: 1111 4312								
0813.0000 CIP VEHICLE		EX09	\$100000.00	EX09				
1) 4 REPLACEMENT VEHICLES			\$100000.00					
0814.0000 CIP M & E			\$31200.00					
1) LIVESCAN FINGERPRINT MACHINE			\$30000.00					
2) REACT SLEEVE			\$1200.00					
Jail TOTAL :	5,963,684	5,939,888	6,184,383	5,549,628	6,798,042	6,714,945	6,714,945	9 %

EMERGENCY SERVICES DIVISION / EMA

4313

Mission Statement

The mission of the Emergency Services Division is to provide a wide array of direct “quality of life” public services to the citizens of Columbia County in the most safe, efficient, and cost-effective manner possible by providing:

- A comprehensive emergency mitigation, preparedness, response and recovery program that will save lives, protect property, and reduce the effects of disaster
- Premier 3-1-1 call center for customer service and complaint tracking
- Animal care programs that will minimize stray animals through adoptions and protect citizens from nuisance and dangerous animals
- Dependable and courteous public transportation services
- Senior citizen programs that promote the mental, physical, and social well being of senior adults in our community
- Daily hot meals and a monthly supply of food staples to low-income senior citizens
- Emergency pre-hospital care and medical transportation for the sick and injured
- Fire, first responder and extrication services to all citizens in unincorporated Columbia County.
- Wildfire prevention and response programs
- Assistance to residents to assure the highest quality of health services
- Protection for children and adults who are victims of abuse or neglect and the provision of temporary support services for those seeking jobs or are unable to work

Vision Statement

To constantly monitor all departments in the division to assure that community needs are consistent with the services being provided and making the appropriate program adjustments to assure that we maintain cost effective and beneficial services to our citizens.

Division Description

The **Emergency Services Division** Director also serves as Emergency Management Director and directly supervises the Administrative Coordinator, the EMA Deputy Director, the Animal Care & Control Manager, the Senior Center/Public Transit Manager, and the 3-1-1 Call Center Customer Service Supervisor.

The Emergency Services Division Director has budget oversight and administrative coordination responsibilities for the Health Department, Department of Family & Children Services, Forestry Services, contract management responsibility for fire and emergency medical services, as well as all management responsibilities for the emergency planning and response effort for all public and private sector agencies in Columbia County.

2005 ACCOMPLISHMENTS

- Implemented Fire Master Plan & SPLOST Projects for Fire Services
- Implemented 3-1-1 System into the Customer Service Call Center
- Conducted Six Training Exercises and/or Drills
- Trained 49 Citizens in CERT Program in 2005 – (Total trained to date: 135)
- Locally Produced CERT Training Video
- Conducted or Hosted 30 Training Classes for a Total for 484 Participants
- Distributed News Releases/Alerts for Severe Weather and Related Issues
- Activated for 23 Emergency Operations – (Natural and Technological Hazards)
- Obtained \$156,194 in State and Federal Grants – (CERT, HazMat, OHS, & Hazard Mitigation)
- Conducted 23 Public Presentations for a Total of 925 People.

2006 GOALS

- Relocate into New Emergency Operations Center
- Conduct Training Exercises & Drills – (Primarily and EOC Exercise)
- Apply for National EMA Accreditation
- Train 60 Additional Citizens in CERT Program
- Conduct Public Information and Education Programs
- Conduct and/or Host Training Classes
- Continue to Apply for Available State and Federal Grants
- Activate EOC for Emergency Operations

WORKLOAD MEASUREMENTS

ACTION	ACTUAL 2005	ESTIMATED 2006	FORECAST 2007
Increase Number of Shelter Managers	15	15	15
Public Information Presentations/News Releases/Interviews/Alerts	135	140	140
Training Courses	30	33	35
Number of Participants Certified	484	500	500
Emergency Responses / EOC Activations	23	25	30
Meetings/Tours/Visits	265	275	280
Train Citizens in "Community Emergency Response Team" CERT	49	65	75
Grant Applications / PPA, Homeland Security, Hazard Mitigation, CERT, and LEOP	9	10	10

PERFORMANCE MEASUREMENTS

PERFORMANCE CATEGORY	ACTUAL 2005	ESTIMATED 2006	FORECAST 2007
Conduct Drills / Exercises - (public & private sector)	6	7	8
Develop / Update Emergency Plans & SOP's - (public & private sector)	10	10	10
Obtain & Distribute NOAA Weather Radios for Public Facilities	40	40	40
Conduct Community Outreach Programs on Preparedness Issues	23	25	25
(Number of Participants ** targets)	925	1,000	1,000
Customer Service Actions - Telephone Calls & Walk Ins – Est.	2,300	2,400	2,400

STAFFING

POSITION	ACTUAL 2005	ESTIMATED 2006	FORECAST 2007
Division Director	1	1	1
Administrative Coordinator	1	1	1
EMA Deputy Director	1	1	1
Part time / Temporary Administrative Assistant	1	1	1

VEHICLE SCHEDULE

VEHICLES ASSIGNED	ACTUAL 2005	ESTIMATED 2006	FORECAST 2007
Authorized Vehicles	2	2	2
Boats	2	2	2
Vehicle Allowances	1	1	1

BUDGET HIGHLIGHTS

- Deputy Director uses personal cell phone for county business; request to include him for a cell phone allowance.
- Increased fuel costs
- Funds included in budget for purchase, construction, site work, and all related communications equipment for radio communications tower are added to budget request in the event other funds are not available.
- We will continue to apply for state and federal grants in 2006/2007 to help with capital projects and planning needs.

ACCOUNT	2005 Actual Expense	2006 Adopted Budget	2006 Amended Budget	2006 Actual Expense	2007 Dept. Head Requested	2007 Committee Review	2007 Commission Approved	% CHANGE
Fund 1111 - General Fund								
Department 4313 - Emergency Services								
EX01 Personnel								
0300.0000 Salaries & Wages	132,178	141,666	146,239	135,321	149,447	149,447	149,447	2 %
0305.0000 Overtime Permanent Pay	423	1,000	1,000	0	1,000	1,000	1,000	0 %
0305.0005 Vacation	1,935	0	0	2,348	0	0	0	0 %
0305.0010 Sick Leave	0	0	0	0	0	0	0	0 %
0305.0015 Holiday Pay	2,880	0	0	2,781	0	0	0	0 %
0310.0001 Employee Med & Dental	10,213	10,869	11,663	10,785	11,917	11,917	11,917	2 %
0310.0002 Group Life Insurance	108	111	111	112	126	126	126	14 %
0310.0003 Retirement	11,711	12,446	12,721	11,937	13,135	13,135	13,135	3 %
0310.0015 Fica	10,832	10,837	11,187	11,077	11,433	11,433	11,433	2 %
0310.0020 Worker's Compensation	2,424	5,033	5,033	5,466	5,297	5,297	5,297	5 %
0310.0030 Expense Allowance	8,144	8,412	8,412	8,765	9,175	9,895	9,895	18 %
0312.0000 Unemployment Insurance	118	113	113	119	120	120	120	6 %
Personnel TOTAL :	180,966	190,487	196,479	188,711	201,650	202,370	202,370	3 %
EX02 Supplies								
0318.0000 Uniforms	254	500	800	765	500	500	500	38-%
0365.0000 Postage	451	800	800	732	800	800	800	0 %
0390.0000 Office Supplies	1,903	1,800	0	0	0	0	0	0 %
0420.0000 Operating Materials/Supp	4,086	4,500	16,800	13,741	6,300	6,300	6,300	63-%
0460.0000 Utilities	5,265	0	0	0	0	0	0	0 %
0564.0000 Minor Property Expense	0	2,843	4,843	4,801	5,000	5,000	5,000	3 %
0635.0000 Vehicle/Equip Tires	507	500	500	271	500	500	500	0 %
0640.0000 Gas, Oil, Diesel Fuel	1,206	1,500	1,872	1,906	2,000	2,000	2,000	7 %
0664.0000 Books & Reports	551	550	550	302	550	550	550	0 %
Supplies TOTAL :	14,223	12,993	26,165	22,518	15,650	15,650	15,650	40-%
DOCUMENTS FOR CLASSIFICATION: 1111 4313								
0564.0000 Minor Property	\$5,000	EX02	EX02					
Items needed for the new EOC not covered in SPLOST								
EX04 Contract								
0508.0000 Leased Equipment	8,569	9,500	8,500	7,131	9,500	9,500	9,500	12 %
0518.0000 Adver/Marketing	829	1,000	1,000	0	1,000	1,000	1,000	0 %
0524.0000 Contract O/S Svs	15,467	12,500	12,500	12,055	12,500	12,500	12,500	0 %
0526.0000 O/S Svcs-Temp Personnel	11,815	15,000	12,500	10,400	15,000	15,000	15,000	20 %
0528.0000 General O/S Svs	36	3,500	3,500	0	3,500	3,500	3,500	0 %
0554.0000 Gen Repairs/Maint	1,656	2,000	1,000	736	2,000	2,000	2,000	100 %
0630.0000 Veh Repairs/Maint	3,063	3,000	1,000	804	3,000	3,000	3,000	200 %
0657.0000 Travel/Training/Conferen	2,756	4,000	3,000	2,453	4,000	4,000	4,000	33 %
0658.0000 Dues & Subscriptions	35	35	35	35	35	35	35	0 %
0662.0000 Communications	11,660	12,900	7,600	5,891	12,900	12,900	12,900	70 %
0663.0000 Printing	972	1,000	1,000	300	1,000	1,000	1,000	0 %

Columbia County **LIVE**
 DATE 6/22/06
 TIME 9:03:02

F I N A N C I A L M A N A G E M E N T
 BUDGET LISTING

PAGE 89
 BP0200
 LDELOACH

ACCOUNT	2005 Actual Expense	2006 Adopted Budget	2006 Amended Budget	2006 Actual Expense	2007 Dept. Head Requested	2007 Committee Review	2007 Commission Approved	% CHANGE
Fund 1111 - General Fund								
Department 4313 - Emergency Services								
Contract TOTAL	56,858	64,435	51,635	39,805	64,435	64,435	64,435	25 %
DOCUMENTS FOR CLASSIFICATION: 1111 4313		EX04		EX04				
0508.0000 Leased Equipment	\$9,500							
DTN Weather Center Lease								
Air Time Lease costs for 19 Nextels								
NAWAS Line								
0524.0000 O/S Contract	\$12,500							
1) Emergency Notification/Public Warning System		\$10,000						
2) Copier Costs		\$ 2,500						
0528.0000 O/S General	\$3,500							
EMA Accreditation Services (Carry Over Request)								
Not used in the current budget.								
Carry over into 2007 budget; will apply for accreditation after								
the EOC is completed in 2006.								
0657.0000 Travel/Training	\$4,000							
EMAG & Governors Statewide EMA Conference								
Area 3 GEMA Meetings - Bi-Monthly								
CEM Training for Deputy Director								
County Meetings & Conferences								
Host Meetings/Training Sessions								
0658.0000 Dues & Subscriptions	\$35							
Georgia EMA Association Dues for 3 Staff								
0663.0000 Printing	\$ 1,000							
Business Cards								
Stationary								
Public Education Materials								
EX07 Other Cost								
0666.0000 Miscellaneous	2,802	3,000	3,000	3,633	3,000	3,000	3,000	0 %
0681.0001 Grant Expenditures	519,611	0	100,596	70,219	0	0	0	0 %
Other Cost TOTAL	522,413	3,000	103,596	73,852	3,000	3,000	3,000	97-%
EX09 Capital								
0813.0000 Vehicles & Motorized Mac	0	0	0	0	0	0	0	0 %
0816.0000 Other Capital Assets	0	0	0	0	263,000	0	0	0 %
Capital TOTAL	0	0	0	0	263,000	0	0	0 %

Columbia County **LIVE**
DATE 6/22/06
TIME 9:03:02

F I N A N C I A L M A N A G E M E N T
BUDGET LISTING

PAGE 90
BP0200
LDELOACH

ACCOUNT	2005 Actual Expense	2006 Adopted Budget	2006 Amended Budget	2006 Actual Expense	2007 Dept. Head Requested	2007 Committee Review	2007 Commission Approved	% CHANGE
Fund 1111 - General Fund								
Department 4313 - Emergency Services								
Emer Svcs TOTAL . . . :	774,460	270,915	377,875	324,886	547,735	285,455	285,455	24-%

Columbia County **LIVE**
 DATE 6/22/06
 TIME 9:03:02

F I N A N C I A L M A N A G E M E N T
 BUDGET LISTING

PAGE 91
 BP0200
 LDELOACH

ACCOUNT	2005 Actual Expense	2006 Adopted Budget	2006 Amended Budget	2006 Actual Expense	2007 Dept. Head Requested	2007 Committee Review	2007 Commission Approved	% CHANGE
=====								
Fund 1111 - General Fund								
=====								
Department 4314 - District Attorney								

EX02 Supplies								
0365.0000 Postage	411	0	1,000	17	1,000	250	250	75-%
Supplies TOTAL :	411	0	1,000	17	1,000	250	250	75-%

EX04 Contract								
0524.0000 Contract O/S Sys	366,445	360,000	360,000	77,032	360,000	400,000	400,000	11 %
0662.0000 Communications	7,213	0	0	6,719	0	8,000	8,000	0 %
Contract TOTAL :	373,658	360,000	360,000	83,751	360,000	408,000	408,000	13 %

DOCUMENTS FOR CLASSIFICATION: 1111 4314 EX04 0524.0000 Contract								
Columbia County's portion of DA's budget; includes Local Victims Assistance Program								

EX07 Other Cost								
0666.0000 Miscellaneous	12	6,000	5,000	161	5,000	500	500	90-%
Other Cost TOTAL :	12	6,000	5,000	161	5,000	500	500	90-%

DA TOTAL :	374,081	366,000	366,000	83,929	366,000	408,750	408,750	12 %

Columbia County **LIVE**
DATE 6/22/06
TIME 9:03:02

FINANCIAL MANAGEMENT

BUDGET LISTING

PAGE 92
BP0200
LDELOACH

[illegible]

ROADS & BRIDGES

4411

MISSION STATEMENT

To work cooperatively to plan for and accommodate the need for movement of people and commerce in a safe, reliable, cost-effective, environmentally responsible and equitable manner.

VISION STATEMENT

The Roads and Bridges Department vision is to sustain and build a quality of life for all people in Columbia County, through a road system that supports the economy, safeguards the environment, and strengthens communities. We want our road system to provide safe access and mobility for residents, workers and visitors, and to provide for the efficient movement of goods. Our road system will be maintained and preserved to support these uses, and we will protect the investment made by Columbia County Citizens in the county's transportation system.

DEPARTMENT DESCRIPTION

- Perform right of way, road and pavement maintenance.
- Provide for maintenance of dirt roads, storm drainage, signs and traffic control devices.
- Assist the preconstruction department with set up and paving of county maintained dirt roads.

GOALS FOR FY 2006

- Realign the intersection of Brown Circle and Harlem-Grovetown Road to improve sight distance.
- Grade football field at Blanchard Park.
- Deep patch various roads at least 3 days a week in preparation for resurfacing.
- Scrape all dirt roads at least every 14–21 days.
- Continue to assist Stormwater Utility with drainage improvements.
- Continue to sweep roads within the Stormwater Utility service area.

ACCOMPLISHMENTS

- Maintained county owned retention ponds.
- Deep patched various roads in the county in preparation for resurfacing.
- Performed scheduled maintenance of county dirt roads.
- Upgraded existing heavy equipment fleet.
- Performed right-of-way, road and pavement maintenance functions for all county paved roads.
- Graded parking lot at Riverside Park (boat dock area) for paving.
- Graded and grassed Crawford Creek Park.
- Demolished old C.I.D. building at the Sheriff's Department shooting range.
- Installed 53 speed humps at various locations throughout the County.
- Demolished bathrooms and scoring towers at Blanchard Park.
- Reworked shoulders on Hardy McManus Road and Industrial Park Drive.
- Prepared Postell Drive for paving.
- Grade work at various fire stations throughout the county.
- Cleared and graded the overflow parking lot at Wildwood Park (approximately 4 acres).
- Offered safety training to all department employees in areas of CPR, First Aid, Defensive Driving and Georgia D.O.T. Certified Flagging.

WORKLOAD MEASUREMENTS

	Actual <u>FY 04/05</u>	Estimated <u>FY 05/06</u>	Forecast <u>FY 06/07</u>
• Number of Citizen Request	4882	4958	5206
• Traffic Signals Resolved	279	244	256
• Signs Replaced	241	212	223
• Potholes Repaired	295	294	309

PERFORMANCE MEASURES

	Actual <u>FY 04/05</u>	Estimated <u>FY 05/06</u>	Forecast <u>FY 06/07</u>
• % of Citizen Request Completed within 1 week	93.5%	91.2%	95.6%
• % of Traffic Signal Problems within 1 day	99.9%	100%	100%
• % of Primary Signs Replaced within 1 day	100%	96.2%	98%
• % of Potholes Repaired within 48 hours	1.4%	74.1%	77.1%

STAFFING

	Actual <u>FY 04/05</u>	Estimated <u>FY 05/06</u>	Forecast <u>FY 06/07</u>
• Manager IV	1	1	1
• Manager III	1	1	1
• Supervisor VI	2	2	2
• Foreman III	2	2	2
• Traffic Signal Technician III	1	1	1
• Specialist III	1	1	1
• Foreman II	2	2	2
• Heavy Equipment Maint Tech	0	0	1
• Traffic Signal Technician I	1	1	1
• Crew Leader II	6	6	6
• Administrative Assistant	1	1	1
• Inventory Control	0	1	1
• Heavy Equipment Operator	5	5	4
• Light Equipment Operator	9	9	9
• Sign & Marking Assistant	0	0	1
• Maintenance Worker	<u>13</u>	<u>12</u>	<u>12</u>
	45	45	45

VEHICLE & EQUIPMENT SCHEDULE

	<u>Actual</u> <u>FY 04/05</u>	<u>Estimated</u> <u>FY 05/06</u>	<u>Forecast</u> <u>FY 06/07</u>
Authorized Vehicles and Equipment	90	92	93

BUDGET HIGHLIGHT

Purchase a new all-purpose mower to be used for retention pond maintenance and on steep sloping banks within County right-of-way, and purchase two 4-wheel drive tractors with bush hogs to use in wet areas such as retention ponds.

Columbia County **LIVE**
 DATE 6/22/06
 TIME 9:03:02

F I N A N C I A L M A N A G E M E N T
 BUDGET LISTING

PAGE 93
 BP0200
 LDELOACH

ACCOUNT	2005 Actual Expense	2006 Adopted Budget	2006 Amended Budget	2006 Actual Expense	2007 Dept. Head Requested	2007 Committee Review	2007 Commission Approved	% CHANGE
Fund 1111 - General Fund								
Department 4411 - Roads & Bridges								
EX01 Personnel								
0300.0000 Salaries & Wages	1,030,391	1,286,372	1,276,323	1,029,316	1,401,082	1,401,082	1,401,082	10 %
0305.0000 Overtime Permanent Pay	10,716	20,000	20,000	12,362	20,000	20,000	20,000	0 %
0305.0005 Vacation	94,676	0	0	91,519	0	0	0	0 %
0305.0010 Sick Leave	49,943	0	0	27,796	0	0	0	0 %
0305.0015 Holiday Pay	53,202	0	0	51,865	0	0	0	0 %
0310.0001 Employee Med & Dental	180,714	189,926	197,134	190,790	219,626	219,626	219,626	11 %
0310.0002 Group Life Insurance	1,220	1,195	1,195	1,194	1,373	1,373	1,373	15 %
0310.0003 Retirement	77,206	80,347	79,711	75,075	84,428	84,428	84,428	6 %
0310.0015 Fica	89,681	94,527	93,717	87,413	100,083	100,083	100,083	7 %
0310.0020 Worker's Compensation	38,442	83,431	83,431	82,404	88,400	88,400	88,400	6 %
0310.0030 Expense Allowance	4,334	4,322	4,322	4,128	4,322	4,322	4,322	0 %
0311.0000 New Personnel Requests	0	0	0	0	0	0	1,241	0 %
0312.0000 Unemployment Insurance	1,005	988	988	990	1,047	1,047	1,047	6 %
Personnel TOTAL	1,631,530	1,761,108	1,756,821	1,654,852	1,920,361	1,920,361	1,921,602	9 %
EX02 Supplies								
0318.0000 Uniforms	22,283	22,050	22,050	20,894	22,050	22,050	22,050	0 %
0351.0010 Road Signs-General	38,530	41,000	47,000	43,539	41,000	41,000	41,000	13 %
0351.0015 Road Name Signs	15,229	11,000	17,600	10,824	11,000	11,000	11,000	38 %
0351.0020 Drainage Pipe	7,034	18,000	13,000	4,098	18,000	18,000	18,000	38 %
0351.0025 Motorgrader Blades	4,151	8,000	5,000	0	8,000	8,000	8,000	60 %
0355.0005 Herbicides	3,604	5,000	5,000	20	5,000	5,000	5,000	0 %
0365.0000 Postage	36	100	100	41	100	100	100	0 %
0390.0000 Office Supplies	912	1,500	0	0	0	0	0	0 %
0420.0000 Operating Materials/Supp	33,125	35,000	36,500	35,471	52,500	35,000	35,000	4 %
0460.0000 Utilities	77,218	0	0	0	0	0	0	0 %
0558.0000 Traffic Signalization	7,116	20,000	19,900	15,401	20,000	20,000	20,000	1 %
0564.0000 Minor Property Expense	7,512	10,200	10,200	6,161	10,200	10,200	10,200	0 %
0635.0000 Vehicle/Equip Tires	29,219	30,000	30,000	24,568	30,000	30,000	30,000	0 %
0640.0000 Gas, Oil, Diesel Fuel	135,310	100,000	156,488	167,622	125,000	113,015	113,015	28 %
Supplies TOTAL	381,279	301,850	362,838	328,639	342,850	313,365	313,365	14 %
DOCUMENTS FOR CLASSIFICATION: 1111 4411								
0564.0000 MINOR PROPERTY	\$ 10,200							
Chain saws	\$ 650							
2 weed eaters	\$ 950							
Vibratory Compactor	\$ 1,700							
Tablet PC	\$ 2,900							
2 AED machines	\$ 4,000							
EX04 Contract								
0524.0000 Contract O/S Svs	255,955	227,000	227,000	138,010	227,000	227,000	227,000	0 %
0528.0000 General O/S Svs	18,979	22,000	17,500	11,530	22,000	22,000	22,000	26 %

Columbia County **LIVE**
 DATE 6/22/06
 TIME 9:03:02

F I N A N C I A L M A N A G E M E N T
 BUDGET LISTING

PAGE 94
 BP0200
 LDELOACH

ACCOUNT	2005 Actual Expense	2006 Adopted Budget	2006 Amended Budget	2006 Actual Expense	2007 Dept. Head Requested	2007 Committee Review	2007 Commission Approved	% CHANGE
=====								
Fund 1111 - General Fund								
=====								
Department 4411 - Roads & Bridges								
0630.0000 Veh Repairs/Maint	143,358	125,000	125,000	130,219	125,000	125,000	125,000	0 %
0657.0000 Travel/Training/Conferen	3,450	4,400	4,400	5,839	4,400	4,400	4,400	0 %
0658.0000 Dues & Subscriptions	0	0	0	0	0	0	0	0 %
0660.0000 Equipment Rental	4,149	8,000	8,000	2,020	8,000	8,000	8,000	0 %
0662.0000 Communications	5,041	7,920	7,920	1,112	7,920	7,920	7,920	0 %
Contract TOTAL	430,932	394,320	389,820	288,730	394,320	394,320	394,320	1 %

DOCUMENTS FOR CLASSIFICATION: 1111 4411		EX04		CONTRACT				
0524.0000 CONTRACT O/S SVS	\$227,000							
Utility Location Center	\$ 3,000							
Mowing Contract	\$200,087							
Herbicide Contract	\$ 24,000							
0657.0000 Travel/training	\$ 4,400							
Traffic signal school	\$ 2,000							
Herbicide classes	\$ 500							
Flagging recertification	\$ 1,000							
Soil/erosion course	\$ 500							
Seminars for office personnel	\$ 400							
0660.0000 Equipment rental	\$ 8,000							
Short term emergency replacement or supplement existing equip. Special purpose equip for specific projects ex: barricade rental for emergencies								
Roads & Br TOTAL	2,443,741	2,457,278	2,509,479	2,272,221	2,657,531	2,628,046	2,629,287	5 %

Fleet Services

4414

MISSION STATEMENT

To operate in a professional manner so as to provide a complete, safe, efficient and cost effective fleet to our Customer Dept/Divisions.

VISION STATEMENT

To become the central location for county wide fleet management; specializing in all aspects of effective and efficient vehicle/equipment management from acquisition to liquidation.

DEPARTMENT DESCRIPTION

Fleet Services Department provides for the repair and maintenance of County owned vehicles as well as vehicles/equipment under contract or inter-governmental agreements. These vehicles range from lawn mowers to the largest pieces of earthmoving equipment as well as fire trucks and apparatus. Fleet provides for routine and preventative maintenance, minor and most major repairs, and coordinates all major repairs with outside vendors. This department also administers the County's Motor Pool, which provides loaner vehicles to county employees while their main line units are being serviced. Fleet has established and maintains an automated database, which provides our customer Dept/Divisions with data to assist in repair cost analysis and replacement decisions. Fleet also develops and provides specifications for customer Dept/Divisions on an as "needed basis". Since a high percentage of the fleet maintained by the Fleet Services are emergency vehicles used in the preservation of life and property, 24 hour repair/road service is also provided.

GOALS FOR FY 06/07

- Development and implementation of the Centralized Fleet Management concept for all General Fund customer departments/agencies.
- Completion of 2 technical training sessions/schools per technician per year.
- Provision for contingency fueling capability.
- Development and implementation of on-site "quick turn" pm vehicle services and tire replacement/repair.
- Renewal of inter-local service agreements with the City of Harlem & Georgia Forestry Commission.
- 100% participation in ASE certification process for Fleet Services Mechanical Personnel.
- Identification and development of additional revenue sources.

ACCOMPLISHMENTS

- Preparation and liquidation of over \$60,000 dollars of surplus equipment and vehicles.
- 90 % of mechanical staff achieved ASE certification; 2 staff members achieving "Master Technician" certifications.
- Inventory variance of less than 1% of total parts inventory.
- Continued staff development through technical training.
- Inter-governmental vehicle service agreement with Georgia Forestry Commission.
- 3 bay facility expansions complete by end of physical year.
-

BUDGET HIGHLIGHTS

Fire services; added last budget cycle; continues to grow in scope and mission; now providing service to a single private non-profit service provider.

This budget year will see the development and implementation of the Centralized Fleet Management concept for the mobile vehicle fleet for all agencies and departments within the General Fund of Columbia County. The driving force behind this concept is the desire to better manage and centralize the sizable investment that Columbia County currently has in its mobile vehicle fleet. Increased vehicle utilization by pooling vehicles as well as taking advantage of lease and rental agreements to provide low usage units should assist in downsizing the vehicle fleet and making better use of funds currently consumed by capital purchases and vehicle maintenance budgets.

An especially complex and costly issue facing the fleet in the coming year is the every increasing cost of fuel. Fleet will continue to work hand in hand with our customer departments to maintain the most fuel efficient vehicles possible, review engine size options as well as look into new technologies to help cope with this concern.

No major CIP projects are proposed in the budget this year, as funding is extremely limited, we will continue to focus on operating our current program(s) at peak efficiency. A new addition should be complete by the summer of 2006; allowing our Fire Services technicians additional space for maintenance and repairs.

Fleet continues to identify and capture, when possible, additional revenue streams to assist in offsetting the departmental operational budget. Fleet Services has identified and obtained an additional revenue source beginning January 1, 2006; an inter-governmental agreement was approved by the Columbia County Board of Commissioners and the Georgia Forestry Commission, Columbia, Richmond and McDuffie County divisions. This

additional revenue stream will assist our O&M budget revenues when the Landfill ends service early this year.

Other accounts that Fleet is presently performing billable labor hour repairs for are Columbia County Water Department, Solid Waste Management and the City of Harlem.

Fleet Services-4414

Work Load Measures

<u>Vehicle List</u>	<u>FY 03/04</u>	<u>FY 04/05</u>	<u>FY 05 thru 2/06</u>
Auto	176	186	179
Trucks	250	265	275
Equipment	144	144	155
	Total Vehicles	Total Vehicles	Total Vehicles
	573	595	609
<u>Activity Workload</u>	<u>FY 02/03</u>	<u>FY 03/04</u>	<u>FY 04/0 thru 3/2005</u>
Work Orders Performed	2,595	2,697	1,796
Man/Hours for Repairs	5,145	7,178	4,253
Service Repairs	3,365	3,124	1,949
PM Performed	1,219	1,910	1,366

Performance Measures

<u>Actual vs Standard Times</u>	<u>Actual Labor Hrs</u>	<u>Standard Times</u>	<u>%faster/slower</u> FY 03/04
Common Repairs	(Shop Average)	(Chilton)	
Services	1.3 hrs	1.5 hrs	13% faster
Front Brake Jobs	3.0 hrs	3.25 hrs	8% faster
Rear Brake Jobs	1.5 hrs	2.5 hrs	40% faster
Major Tune-ups	1.5 hrs	4.25 hrs	65% faster

<u>Total Expenditure</u>	<u>FY 03/04</u>	<u>FY 04/05 thru April 20</u>
O&M Expenditure	\$472,247 78% used	\$369,686 70% used
Work Order Expenditure	\$467,066	\$379,773

<u>Vehicle : Mechanic Ratio</u>	82 to 1	75 to 1
---------------------------------	---------	---------

<u>Fleet Availability Status</u>	<u>FY 02/03</u>	<u>FY 03/04 thru 04/2004</u>
Fleet Availability (%)	91%	92%

Staffing

<u>Postion Allocation</u>	<u>FY 03/04</u>	<u>FY 04/05</u>	<u>FY 05/06</u>
Fleet Manager	1	1	1
Fleet Operations Supervisor	0	1	1
Auto Technicians	3	3	3
Heavy Equipment Technician	3	3	3
Fire Apparatus Technician	0	2	2
Parts Personnel	2	2	2
Data Entry Clerk	1	1	1
Total Positions	10	13	13

<u>Revenues</u>	<u>FY 03/04</u>	<u>FY 04/05 thru March 1, 2005</u>
Billabel Labor & Misc.	\$21,759	\$11,206

Vehicle Schedule

Authorized Vehicles	16	17
Vehicle Allowances	0	0

Columbia County **LIVE**
 DATE 6/22/06
 TIME 9:03:02

FINANCIAL MANAGEMENT
 BUDGET LISTING

PAGE 95
 BP0200
 LDELOACH

ACCOUNT	2005 Actual Expense	2006 Adopted Budget	2006 Amended Budget	2006 Actual Expense	2007 Dept. Head Requested	2007 Committee Review	2007 Commission Approved	% CHANGE
=====								
Fund 1111 - General Fund								
=====								
Department 4414 - Fleet Services								

EX01 Personnel								
0300.0000 Salaries & Wages	288,787	351,416	335,467	281,321	340,725	365,265	365,265	9 %
0305.0000 Overtime Permanent Pay	1,199	3,000	3,000	1,263	3,000	3,000	3,000	0 %
0305.0005 Vacation	26,098	0	0	23,568	0	0	0	0 %
0305.0010 Sick Leave	15,050	0	0	9,241	0	0	0	0 %
0305.0015 Holiday Pay	15,187	0	0	13,567	0	0	0	0 %
0310.0001 Employee Med & Dental	36,186	39,343	41,175	38,086	42,356	42,356	42,356	3 %
0310.0002 Group Life Insurance	317	313	313	309	353	353	353	13 %
0310.0003 Retirement	23,389	24,481	24,996	22,813	24,308	24,308	24,308	3 %
0310.0015 Fica	25,488	26,883	27,540	24,233	26,065	26,065	26,065	5 %
0310.0020 Worker's Compensation	6,341	14,162	14,162	13,303	13,731	13,731	13,731	3 %
0310.0030 Expense Allowance	698	720	720	1,133	1,200	1,680	1,680	133 %
0311.0000 New Personnel Requests	0	0	3,065	0	68,887	15,960	15,960	421 %
0312.0000 Unemployment Insurance	278	281	281	264	273	273	273	3 %

Personnel TOTAL :	439,018	460,599	450,719	429,101	520,898	492,991	492,991	9 %

EX02 Supplies								
0318.0000 Uniforms	8,071	7,025	7,025	5,859	10,088	8,588	8,588	22 %
0365.0000 Postage	3	100	100	49	100	100	100	0 %
0390.0000 Office Supplies	1,322	1,500	0	0	0	0	0	0 %
0420.0000 Operating Materials/Supp	10,984	11,500	13,000	11,495	13,500	13,000	13,000	0 %
0460.0000 Utilities	19,304	0	0	0	0	0	0	0 %
0564.0000 Minor Property Expense	11,220	8,000	8,000	3,967	8,000	4,000	4,000	50 %
0629.0000 Tags and Titles	1,151	1,140	1,140	1,271	1,140	1,140	1,140	0 %
0631.0000 Inventory Variance	117	0	0	0	0	0	0	0 %
0631.0500 Inventory Receipt	9,486	25,000	25,000	3,944	25,000	25,000	25,000	0 %
0635.0000 Vehicle/Equip Tires	493	1,500	1,500	826	1,500	1,500	1,500	0 %
0640.0000 Gas, Oil, Diesel Fuel	12,128	8,760	14,528	16,363	16,500	16,500	16,500	14 %
0664.0000 Books & Reports	1,051	1,425	1,425	1,253	1,000	1,000	1,000	30 %

Supplies TOTAL :	75,330	65,950	71,718	37,139	76,828	70,828	70,828	1 %

DOCUMENTS FOR CLASSIFICATION: 1111 4414	EX02		Minor Property					
Anti-Freeze Recycler	\$ 4,000							

EX04 Contract								
0524.0000 Contract O/S Svs	13,873	2,000	2,000	1,661	2,000	2,000	2,000	0 %
0526.0000 O/S Svcs-Temp Personnel	0	0	24,540	8,002	24,540	0	0	0 %
0528.0000 General O/S Svs	1,242	2,000	2,000	676	2,000	2,000	2,000	0 %
0630.0000 Veh Repairs/Maint	7,300	6,750	6,750	6,920	6,750	6,750	6,750	0 %
0657.0000 Travel/Training/Conferen	2,752	6,000	6,000	4,652	6,000	5,440	5,440	9 %
0662.0000 Communications	5,270	5,000	5,000	2,142	5,000	5,000	5,000	0 %
0663.0000 Printing	366	1,000	1,000	870	1,000	1,000	1,000	0 %

Contract TOTAL :	30,803	22,750	47,290	24,923	47,290	22,190	22,190	53 %

Columbia County **LIVE**
 DATE 6/22/06
 TIME 9:03:02

F I N A N C I A L M A N A G E M E N T
 BUDGET LISTING

PAGE 96
 BP0200
 LDELOACH

ACCOUNT	2005 Actual Expense	2006 Adopted Budget	2006 Amended Budget	2006 Actual Expense	2007 Dept. Head Requested	2007 Committee Review	2007 Commission Approved	% CHANGE
=====								
Fund 1111 - General Fund								
=====								
Department 4414 - Fleet Services								

EX09 Capital								
0813.0000 Vehicles & Motorized Mac	0	0	0	0	0	0	0	0 %
0814.0000 Computers/Communica Equi	41,000	0	0	0	15,000	5,000	5,000	0 %

Capital TOTAL :	41,000	0	0	0	15,000	5,000	5,000	0 %

DOCUMENTS FOR CLASSIFICATION: 1111 4414								
Security System		EX09		Computers/Comm. Equip				

Fleet Svcs TOTAL :	586,151	549,299	569,727	491,163	660,016	591,009	591,009	4 %

FACILITY MAINTENANCE

4415

VISION STATEMENT

It's our vision to grow the facility maintenance department into a "Best of Class" maintenance department. We will accomplish this through solid leadership, competent staff, continued skill training, planned and preventive maintenance, continued use of smart building systems and a focus on 100 percent customer satisfaction.

MISSION STATEMENT

To provide timely and effective maintenance to county facilities, to implement maintenance specific capital projects, and to efficiently manage the county's facility assets.

DEPARTMENT DESCRIPTION

The maintenance department is responsible for the general upkeep and repairs of over fifty county buildings and facilities, in addition to assisting with special projects. This department oversees the exterminating, security, elevator, and janitorial contractors. We are responsible for energy management and implementing energy management plans. Finally, maintenance is responsible for implementing energy conservation measures where appropriate and oversight of the HVAC control programs.

GOALS FOR 2006

- Complete energy audits of all county facilities
- Complete energy upgrades to county facilities to make them as energy efficient as possible
- Develop and implement first phase of a five year preventive maintenance program
- Complete routine and emergency repairs in a timely and cost effective manner
- Work in cooperation with the entire Facility Services staff to finish specifications and guidelines for new county facilities

ACCOMPLISHMENTS

- Target of 2,132 work orders to be accomplished this year
- Painted various county buildings
- Installed new water and power hook ups in the Wildwood campgrounds
- Completed phase II of lock replacement project at the Evans Government Center
- Completed 20 capital improvement projects

WORKLOAD MEASUREMENTS

	Actual FY04/05	Estimated FY05/06	Forecast FY06/07
Work orders received	1724	2132	2771
Emergency requests	5	10	15

PERFORMANCE MEASURES

	Actual FY04/05	Estimated FY05/06	Forecast FY06/07
Work orders completed	99%	90%	100%
Emergency requests completed	100%	100%	100%

STAFFING

	Actual FY04/05	Estimated FY05/06	Forecast FY06/07
Craftsman	4	5	5
Trades Worker	1	4	4
Foreman	1	0	0
Supervisor	1	1	1
Specialist	0	1	1
Manager	<u>1</u>	<u>1</u>	<u>1</u>
Total	8	12	12

VEHICLE SCHEDULE

	Actual FY04/05	Estimated FY05/06	Forecast FY06/07
Authorized vehicles	7	7	8
Vehicle allowances	0	0	0

Columbia County **LIVE**
 DATE 6/22/06
 TIME 9:03:02

F I N A N C I A L M A N A G E M E N T
 BUDGET LISTING

PAGE 97
 BP0200
 LDELOACH

ACCOUNT	2005 Actual Expense	2006 Adopted Budget	2006 Amended Budget	2006 Actual Expense	2007 Dept. Head Requested	2007 Committee Review	2007 Commission Approved	% CHANGE
Fund 1111 - General Fund								
Department 4415 - Facility Maintenance								
EX01 Personnel								
0300.0000 Salaries & Wages	210,292	285,010	285,104	262,457	355,139	355,139	355,139	25 %
0305.0000 Overtime Permanent Pay	0	2,000	9,000	6,372	2,000	2,000	2,000	78 %
0305.0005 Vacation	21,072	0	0	17,189	0	0	0	0 %
0305.0010 Sick Leave	9,651	0	0	7,645	0	0	0	0 %
0305.0015 Holiday Pay	10,492	0	0	12,825	0	0	0	0 %
0310.0001 Employee Med & Dental	31,867	36,089	37,647	38,797	51,281	51,281	51,281	36 %
0310.0002 Group Life Insurance	274	274	274	336	409	409	409	49 %
0310.0003 Retirement	13,614	13,562	13,963	19,114	22,737	22,737	22,737	63 %
0310.0015 Fica	18,402	19,863	20,374	22,395	27,168	27,168	27,168	33 %
0310.0020 Worker's Compensation	3,795	8,464	8,464	10,077	11,578	11,578	11,578	37 %
0310.0030 Expense Allowance	2,022	2,161	2,161	2,612	2,881	2,881	2,881	33 %
0311.0000 New Personnel Requests	0	0	65,755	0	0	0	0	0 %
0312.0000 Unemployment Insurance	204	208	208	247	284	284	284	37 %
Personnel TOTAL :	321,685	367,631	442,950	400,066	473,477	473,477	473,477	7 %
EX02 Supplies								
0318.0000 Uniforms	4,115	4,000	4,000	3,397	4,000	4,000	4,000	0 %
0365.0000 Postage	3	25	25	13	25	25	25	0 %
0390.0000 Office Supplies	847	650	0	0	0	0	0	0 %
0420.0000 Operating Materials/Supp	8,474	8,000	8,650	4,828	8,650	8,650	8,650	0 %
0460.0000 Utilities	15,795	0	0	0	0	0	0	0 %
0564.0000 Minor Property Expense	600	1,000	1,000	1,000	1,000	1,000	1,000	0 %
0640.0000 Gas, Oil, Diesel Fuel	14,112	8,600	14,655	16,093	12,040	8,600	8,600	41 %
Supplies TOTAL :	43,946	22,275	28,330	25,331	25,715	22,275	22,275	21 %
EX04 Contract								
0524.0000 Contract O/S Svs	40,249	40,000	40,000	39,988	60,000	60,000	60,000	50 %
0528.0000 General O/S Svs	1,663	1,500	1,500	1,429	1,500	1,500	1,500	0 %
0554.0000 Gen Repairs/Maint	225,486	0	0	3,724	0	0	0	0 %
0630.0000 Veh Repairs/Maint	1,450	3,500	3,500	2,219	3,500	3,500	3,500	0 %
0657.0000 Travel/Training/Conferen	3,080	4,000	4,000	2,084	7,000	4,000	4,000	0 %
0660.0000 Equipment Rental	1,487	3,500	3,500	984	3,500	3,500	3,500	0 %
0662.0000 Communications	4,964	6,000	6,000	2,162	6,000	6,000	6,000	0 %
Contract TOTAL :	278,379	58,500	58,500	52,590	81,500	78,500	78,500	34 %

DOCUMENTS FOR CLASSIFICATION: 1111 4415

EX04

EX04 CONTRACTED SERVICES

0524.0000 O/S SERVICES \$60,000

1)increased \$20,000 for required service contracts for fire system
 at Justice Center and Detention Center

0657.0000 TRAVEL/TRAINING \$7,000

1)increased \$3,000 for standardized training and employee

Columbia County **LIVE**
 DATE 6/22/06
 TIME 9:03:02

F I N A N C I A L M A N A G E M E N T
 BUDGET LISTING

PAGE 98
 BP0200
 LDELOACH

ACCOUNT	2005 Actual Expense	2006 Adopted Budget	2006 Amended Budget	2006 Actual Expense	2007 Dept. Head Requested	2007 Committee Review	2007 Commission Approved	% CHANGE
=====								
Fund 1111 - General Fund								
=====								
Department 4415 - Facility Maintenance								

certification program								
0554.0000 General Maint & Repair								
moved to IPTF								
EX09 Capital								
0811.0000 Buildings	0	0	0	0	0	0	0	0 %
0813.0000 Vehicles & Motorized Mac	0	0	0	0	16,000	0	0	0 %

Capital TOTAL :	0	0	0	0	16,000	0	0	0 %

Fac Maint TOTAL :	644,010	448,406	529,780	477,987	596,692	574,252	574,252	8 %

Columbia County **LIVE**
 DATE 6/22/06
 TIME 9:03:02

F I N A N C I A L M A N A G E M E N T
 BUDGET LISTING

PAGE 99
 BP0200
 LDELOACH

ACCOUNT	2005 Actual Expense	2006 Adopted Budget	2006 Amended Budget	2006 Actual Expense	2007 Dept. Head Requested	2007 Committee Review	2007 Commission Approved	% CHANGE
Fund 1111 - General Fund								
Department 4500 - Engineering Services								
EX01 Personnel								
0300.0000 Salaries & Wages	426,048	493,819	491,007	406,733	526,838	560,588	560,588	14 %
0300.0002 Salaries & Wages Other	0	0	0	0	0	0	0	0 %
0305.0000 Overtime Permanent Pay	1,761	1,000	1,000	236	1,000	1,000	1,000	0 %
0305.0005 Vacation	20,742	0	0	32,821	0	0	0	0 %
0305.0010 Sick Leave	8,454	0	0	8,145	0	0	0	0 %
0305.0015 Holiday Pay	16,251	0	0	16,830	0	0	0	0 %
0310.0001 Employee Med & Dental	52,606	56,513	59,460	61,644	67,801	67,801	67,801	14 %
0310.0002 Group Life Insurance	357	350	350	333	345	345	345	1-%
0310.0003 Retirement	36,527	33,214	31,120	35,841	31,439	31,439	31,439	1 %
0310.0015 Fica	35,924	34,290	31,621	35,512	33,590	33,590	33,590	6 %
0310.0020 Worker's Compensation	6,272	12,633	12,633	13,966	123,340	12,340	12,340	2-%
0310.0030 Expense Allowance	17,968	32,569	32,929	25,541	22,566	31,741	31,741	4-%
0312.0000 Unemployment Insurance	393	359	359	393	351	351	351	2-%
Personnel TOTAL :	623,303	664,747	660,479	637,995	807,270	739,195	739,195	12 %
EX02 Supplies								
0365.0000 Postage	1,539	1,500	1,500	819	1,500	1,500	1,500	0 %
0390.0000 Office Supplies	2,234	3,000	0	0	0	0	0	0 %
0420.0000 Operating Materials/Supp	1,734	2,000	5,000	3,843	7,000	7,000	7,000	40 %
0460.0000 Utilities	19,304	17,500	17,500	0	17,500	17,500	17,500	0 %
0564.0000 Minor Property Expense	0	4,000	4,000	2,898	4,000	4,000	4,000	0 %
0640.0000 Gas, Oil, Diesel Fuel	9,285	6,000	9,384	9,936	7,200	7,200	7,200	23-%
0664.0000 Books & Reports	737	750	750	166	750	750	750	0 %
Supplies TOTAL :	34,833	34,750	38,134	17,662	37,950	37,950	37,950	0 %
EX04 Contract								
0501.0000 Professional Fees	484	2,000	2,000	6,099	2,000	2,000	2,000	0 %
0524.0000 Contract O/S Svs	17,437	3,000	3,000	2,562	3,000	3,000	3,000	0 %
0528.0000 General O/S Svs	132	500	500	177	500	500	500	0 %
0630.0000 Veh Repairs/Maint	2,388	4,000	4,000	969	4,000	4,000	4,000	0 %
0657.0000 Travel/Training/Conferen	6,950	8,000	8,000	8,503	8,000	8,000	8,000	0 %
0658.0000 Dues & Subscriptions	1,192	2,500	2,500	983	1,500	1,500	1,500	40-%
0662.0000 Communications	6,076	5,000	5,000	2,768	4,000	4,000	4,000	20-%
0663.0000 Printing	700	750	750	709	750	750	750	0 %
Contract TOTAL :	35,359	25,750	25,750	22,770	23,750	23,750	23,750	8-%
EX07 Other Cost								
0681.0001 Grant Expenditures	31	0	0	0	0	0	0	0 %
Other Cost TOTAL :	31	0	0	0	0	0	0	0 %
EX09 Capital								
0813.0000 Vehicles & Motorized Mac	14,529	0	15,000	16,754	0	0	0	0 %

Columbia County **LIVE**
 DATE 6/22/06
 TIME 9:03:02

F I N A N C I A L M A N A G E M E N T
 BUDGET LISTING

PAGE 100
 BP0200
 LDELOACH

ACCOUNT	2005 Actual Expense	2006 Adopted Budget	2006 Amended Budget	2006 Actual Expense	2007 Dept. Head Requested	2007 Committee Review	2007 Commission Approved	% CHANGE
Fund 1111 - General Fund								
Department 4500 - Engineering Services								
0814.0000 Computers/Communica Equi	0	0	0	0	0	0	0	0 %
0815.0000 Other Equipment	0	0	0	0	0	0	0	0 %
Capital TOTAL :	14,529	0	15,000	16,754	0	0	0	0 %
Engr Serv TOTAL :	708,055	725,247	739,363	695,181	868,970	800,895	800,895	8 %

PLANNING & DEVELOPMENT SERVICES DIVISION

4511

MISSION STATEMENT

To advise the Planning Commission and Board of Commissioners in development decisions to improve the quality of life in Columbia County and to provide effective implementation of land use planning.

VISION

A county of the highest quality of development, capable of accommodating ambitious growth with no sacrifice in quality of growth, providing places to live, work, shop, recreate, worship, and entertain, all located in the most compatible relationships with the environment and with each other, visually pleasing, functionally efficient, and all served by adequate transportation and services.

DEPARTMENT DESCRIPTION

The Planning and Development Services Division is responsible for maintaining and implementing the Growth Management Plan. The division collaborates on implementing the county's transportation system.

GOALS FOR FY 2006-2007

- Constantly improve service to the public.
- Comprehensive overview of county development codes
- Improve the efficiency of the Technical Review Committee Process
- Continue professional education and training for staff.

ACCOMPLISHMENTS

- Updated the Growth Manage Plan for the County.
- Completed Corridor Protection Overlay Districts
 - Fury's Ferry
 - North Washington Road
 - Columbia Road
 - South Washington Road
 - Belair Road
- Implemented design overlays for three Tier II commercial nodes:
 - Fury's Ferry at Evans-To-Locks
 - Belair Road at Columbia Road
 - Greenbrier

WORK LOAD MEASUREMENT

<u>Work Item</u>	<u>Actual FY 03/04</u>	<u>Forecast FY04/05</u>	<u>Forecast FY05/06</u>	<u>Forecast FY06/07</u>
Number of preliminary subdivision lots processed	1600	1668	1751	1000
Number of rezoning and variance requests	58	67	65	80
Number of final subdivision lots processed	1046	1669	1750	1000
Request for property and development information	2000	2100	2200	2200
Number of single family plats processed/approved	245	260	275	300

PERFORMANCE MEASURES

<u>Work Item</u>	<u>Actual FY 03/04</u>	<u>Forecast FY04/05</u>	<u>Forecast FY05/06</u>	<u>Forecast FY06/07</u>
Percentage of site plans reviewed within 5 days: Target 90%	90%	90%	90%	95%
Percentage of individual subdivision plats approved within 24 hours: Target 95%	94%	95%	95%	90%

STAFFING

	<u>Actual FY 03/04</u>	<u>Forecast FY04/05</u>	<u>Forecast FY05/06</u>	<u>Forecast FY06/07</u>
Division Director	1	1	1	1
Manager II – Senior Planner	1	1	1	0
Manager III – Senior Planner	0	1	1	1
Planner II	0	0	0	1
Planner I	0	0	0	1
Development Services Manager.....	1	0	0	0
GIS Technician	1	1	1	0
Planner Technician	1	1	2	0
Planning Coordinator	1	0	0	0
Administrative Coordinator	1	1	1	1
Administrative Assistant	0	1	0	0
Zoning Enforcement Officer	2	0	0	0
Customer Service Representative	1	0	0	0
TOTAL	10	7	7	5

VEHICLE SCHEDULE

<u>Description</u>	<u>Actual FY 03/04</u>	<u>Forecast FY04/05</u>	<u>Forecast FY05/06</u>	<u>Forecast FY06/07</u>
Authorized Vehicles	2	0	0	0
Vehicle Allowance	4	3	4	4

BUDGET HIGHLIGHTS

Changes to division responsibilities have altered budget amounts that make comparisons with previous years difficult. Level of personnel and operating costs has decreased.

Columbia County **LIVE**
 DATE 6/22/06
 TIME 9:03:02

F I N A N C I A L M A N A G E M E N T
 BUDGET LISTING

PAGE 101
 BP0200
 LDELOACH

ACCOUNT	2005 Actual Expense	2006 Adopted Budget	2006 Amended Budget	2006 Actual Expense	2007 Dept. Head Requested	2007 Committee Review	2007 Commission Approved	% CHANGE
Fund 1111 - General Fund								
Department 4511 - Planning & Development								
EX01 Personnel								
0300.0000 Salaries & Wages	284,815	304,563	220,526	192,578	249,491	249,491	249,491	13 %
0300.0002 Salaries & Wages Other	0	0	0	0	0	0	0	0 %
0305.0000 Overtime Permanent Pay	379	1,650	1,650	0	1,650	1,650	1,650	0 %
0305.0005 Vacation	21,308	0	0	7,239	0	0	0	0 %
0305.0010 Sick Leave	8,378	0	0	2,296	0	0	0	0 %
0305.0015 Holiday Pay	10,248	0	0	5,398	0	0	0	0 %
0310.0001 Employee Med & Dental	29,413	18,940	12,893	19,169	17,385	17,385	17,385	35 %
0310.0002 Group Life Insurance	224	144	90	156	157	157	157	74 %
0310.0003 Retirement	25,248	15,853	10,003	18,297	15,252	15,252	15,252	52 %
0310.0015 Fica	26,209	16,595	10,167	17,465	14,919	14,919	14,919	47 %
0310.0020 Worker's Compensation	4,317	5,923	4,173	6,692	5,256	5,256	5,256	26 %
0310.0030 Expense Allowance	29,264	37,380	31,920	29,347	25,266	34,201	34,201	7 %
0312.0000 Unemployment Insurance	285	174	129	190	156	156	156	21 %
Personnel TOTAL	440,088	401,222	291,551	298,827	329,532	338,467	338,467	16 %
EX02 Supplies								
0365.0000 Postage	632	3,000	3,000	665	1,500	1,500	1,500	50 %
0390.0000 Office Supplies	3,790	4,000	0	0	0	0	0	0 %
0420.0000 Operating Materials/Supp	3,482	5,000	9,000	6,534	10,000	10,000	10,000	11 %
0460.0000 Utilities	10,530	0	0	0	0	0	0	0 %
0564.0000 Minor Property Expense	1,300	2,000	2,000	1,516	6,000	6,000	6,000	200 %
0635.0000 Vehicle/Equip Tires	0	0	0	0	0	0	0	0 %
0640.0000 Gas, Oil, Diesel Fuel	1,155	0	0	0	0	0	0	0 %
0664.0000 Books & Reports	258	500	500	0	500	500	500	0 %
Supplies TOTAL	21,147	14,500	14,500	8,715	18,000	18,000	18,000	24 %
EX04 Contract								
0524.0000 Contract O/S Svs	108,346	155,800	155,800	103,362	153,000	153,000	153,000	2 %
0528.0000 General O/S Svs	72	0	0	0	0	0	0	0 %
0630.0000 Veh Repairs/Maint	65	0	0	14	0	0	0	0 %
0655.0000 Per Diem Fees	9,300	9,000	9,000	8,850	9,000	9,000	9,000	0 %
0657.0000 Travel/Training/Conferen	6,215	13,000	13,000	5,786	10,000	10,000	10,000	23 %
0658.0000 Dues & Subscriptions	736	2,500	2,500	360	2,000	2,000	2,000	20 %
0662.0000 Communications	3,418	6,000	6,000	88	6,000	6,000	6,000	0 %
0663.0000 Printing	4,690	3,500	3,500	276	2,000	2,000	2,000	43 %
Contract TOTAL	132,842	189,800	189,800	118,736	182,000	182,000	182,000	4 %

DOCUMENTS FOR CLASSIFICATION: 1111 4511
 Consultant for Uniform Code of Development \$150,000
 Maintenance Agreement for Copier \$ 3,000
 Total \$153,000

EX04

Contract O/S

Columbia County **LIVE**
 DATE 6/22/06
 TIME 9:03:02

F I N A N C I A L M A N A G E M E N T
 BUDGET LISTING

PAGE 102
 BP0200
 LDELOACH

ACCOUNT	2005 Actual Expense	2006 Adopted Budget	2006 Amended Budget	2006 Actual Expense	2007 Dept. Head Requested	2007 Committee Review	2007 Commission Approved	% CHANGE
Fund 1111 - General Fund								
Department 4511 - Planning & Development								
EX09 Capital								
0813.0000 Vehicles & Motorized Mac	0	0	0	0	0	0	0	0 %
0814.0000 Computers/Communica Equi	0	0	0	0	10,000	10,000	10,000	0 %
0815.0000 Other Equipment	0	0	0	0	0	0	0	0 %
Capital TOTAL :	0	0	0	0	10,000	10,000	10,000	0 %
DOCUMENTS FOR CLASSIFICATION: 1111 4511 color printer/copier								
		EX09	Capital					
P & D TOTAL :	594,077	605,522	495,851	426,278	539,532	548,467	548,467	11 %

CODE COMPLIANCE

4512

MISSION STATEMENT

To insure the prevention, investigation and enforcement action where there is non-compliance of County Ordinances concerning solid waste, property maintenance, zoning, occupation tax, signs, manufactured homes, alcohol, subdivision, timbering, seasonal roadside vendors and massage therapy.

DEPARTMENT DESCRIPTION

- **Review all preliminary plans for permanent signs per County Ordinance.**
- **Issue permanent sign permits**
- **Review all temporary sign applications**
- **Issue temporary sign permits**
- **Conduct inspections for sign installation.**
- **Performs on-site inspections, investigations and appropriate follow-up actions, including citations and appearance in court as required to handle disposition of and to assure compliance with the County Zoning Ordinance, the County Solid Waste Ordinance, the Occupation Tax Ordinance, Property Maintenance, Manufactured Home and Subdivision Ordinance.**
- **Review all applications for compliance with the County Alcohol Ordinance to include background and fingerprint checks.**
- **Prepare agenda for Alcohol applications for required meetings.**
- **Issue Alcohol licenses for approved applicants.**
- **Review all applications for compliance with the County Massage Therapy Ordinance.**
- **Prepare agenda for Massage Therapy applications for required meetings.**
- **Issue Massage Therapy licenses for approved applicants.**
- **Review all applications for Timbering permits, and issue permits to approved applicants.**
- **Review all applications for Seasonal Roadside Vendors and issue permits to approved applicants.**

WORKLOAD MEASUREMENTS

	Estimated FY05/06	Forecast FY06/07
Number of Occupation Tax Licenses sold	4121	4500
Number of Alcohol Licenses sold	118	125
Number of Code Compliance cases	1124	1500
Number of Sign Permits sold	237	250
Number of Massage Therapy Licenses sold	40	45

PERFORMANCE MEASURES

	Estimated FY05/06	Forecast FY06/07
Percentage of Occupation Tax renewals collected prior to late payment deadline	90%	90%
Percentage of Alcohol License renewals collected prior to January 1	99%	99%
Percentage of Code Compliance cases closed due to voluntary compliance	95%	95%
Percentage of code violation complaints responded to within 24 hours	97%	99%
Percentage of sign permits issued within 48 hours	98%	99%
Percentage of Massage Therapy renewals Collected prior to January 1	99%	99%

TOP PRIORITIES / GOALS FOR 2006/2007

- **ILLEGAL DUMPING:** Locate through complaints or pro active investigations. Locate violator by conducting a search of the dumped materials for mail etc. with a name. If dumped material cannot be identified through this process, property owner will be held responsible. The process for prosecution will be to issue a 48 hour violation notice for voluntary compliance. If compliance is not gained a court citation will be issued to have violator/owner prosecuted in court.
- **ABANDONED STRUCTURES:** Identify through pro-active investigations. Send 30 day letter issuing condemnation order. If structure not removed within the time frame a court citation will be issued to property owner for prosecution in court.
- **ABANDONED VEHICLES (Untagged and not operable):** Issue 7 day notice of violation to owner to bring vehicle into compliance by purchasing car tag or having vehicle operable. If compliance is not gained a court citation issued for prosecution to have removed.
- **R/W'S:** To keep the roadways of Columbia County free of all signs
- **TEMPORARY SIGNS:** To be brought into compliance or removed
- **CONTRACTORS:** Insure all contractors performing work in Columbia County have secured the proper license and permits. Check all subdivisions and locations where work is being performed for County issued decals on vehicles.
- **OCCUPATION TAX:** Check all massage facilities, beauty salons, nail salons, etc. to verify number of employees compared to occupation tax certificate. Locate new businesses in industrial parks and other locations working without an occupational tax certificate.
- **AWARENESS:** To create and initiate a "Citizens in Action" program to promote awareness of County Ordinances affecting residential neighborhoods. Educate the public by attending homeowner association meetings to get citizens involved in keeping their neighborhood clean by reporting violations of the County ordinance.

Columbia County **LIVE**
 DATE 6/22/06
 TIME 9:03:02

F I N A N C I A L M A N A G E M E N T
 BUDGET LISTING

PAGE 103
 BP0200
 LDELOACH

ACCOUNT	2005 Actual Expense	2006 Adopted Budget	2006 Amended Budget	2006 Actual Expense	2007 Dept. Head Requested	2007 Committee Review	2007 Commission Approved	% CHANGE
=====								
Fund 1111 - General Fund								
=====								
Department 4512 - Code Compliance								

EX01 Personnel								
0300.0000 Salaries & Wages	60,004	205,100	205,485	153,088	192,130	192,130	192,130	6-%
0305.0005 Vacation	3,453	0	0	7,324	0	0	0	0%
0305.0010 Sick Leave	1,355	0	0	807	0	0	0	0%
0305.0015 Holiday Pay	1,494	0	0	7,527	0	0	0	0%
0310.0001 Employee Med & Dental	10,695	18,569	19,718	31,864	42,711	42,711	42,711	117%
0310.0002 Group Life Insurance	58	93	93	185	223	223	223	140%
0310.0003 Retirement	4,492	8,171	8,194	12,041	13,585	13,585	13,585	66%
0310.0015 Fica	4,862	9,336	9,366	12,655	14,698	14,698	14,698	57%
0310.0020 Worker's Compensation	923	3,109	3,109	4,845	5,270	5,270	5,270	70%
0310.0030 Expense Allowance	1,154	8,892	8,892	8,006	8,455	8,455	8,455	5-%
0312.0000 Unemployment Insurance	53	98	98	141	154	154	154	57%
Personnel TOTAL :	88,543	253,368	254,955	238,483	277,226	277,226	277,226	9%

EX02 Supplies								
0365.0000 Postage	918	1,500	3,000	2,921	4,000	4,000	4,000	33%
0390.0000 Office Supplies	210	1,000	0	0	0	0	0	0%
0420.0000 Operating Materials/Supp	1,179	2,000	3,000	958	5,000	5,000	5,000	67%
0460.0000 Utilities	0	0	0	0	0	0	0	0%
0564.0000 Minor Property Expense	0	5,000	2,160	52	0	0	0	0%
0640.0000 Gas, Oil, Diesel Fuel	347	5,500	5,500	3,747	6,000	6,000	6,000	9%
0664.0000 Books & Reports	0	750	250	0	750	750	750	200%
Supplies TOTAL :	2,654	15,750	13,910	7,678	15,750	15,750	15,750	13%

EX04 Contract								
0524.0000 Contract O/S Svs	0	750	750	33	750	750	750	0%
0630.0000 Veh Repairs/Maint	18	3,500	3,500	946	3,500	3,500	3,500	0%
0657.0000 Travel/Training/Conferen	555	5,000	5,000	3,251	5,000	5,000	5,000	0%
0658.0000 Dues & Subscriptions	0	1,000	90	90	500	500	500	456%
0662.0000 Communications	0	750	0	0	750	750	750	0%
0663.0000 Printing	227	0	3,500	2,692	3,500	3,500	3,500	0%
Contract TOTAL :	800	11,000	12,840	7,012	14,000	14,000	14,000	9%

Code Comp TOTAL :	91,997	280,118	281,705	253,173	306,976	306,976	306,976	9%

PLAN REVIEW DEPARTMENT

4513

MISSION STATEMENT

Plan Review Department is striving to provide a unique "One Stop Service" for all civil and architectural plans; focusing on a quality review with a quick response.

VISION STATEMENT

We are creating a plan review team striving to provide a complete and thorough review of all civil and architectural plans. Marketing our ideas around a time efficient concept. Focusing on customer service for both the developers as well as the citizen.

DEPARTMENT DISCRIPTION

The Plan Review Department is responsible for reviewing all commercial site plans based on Chapter 90 of the Columbia County Code of Ordinance as well as coordinating all other reviews with different internal departments. These reviews include all Subdivision plans, Commercial plans and Subdivision Final Plats. The Department is also responsible for all residential soil erosion control enforcement.

GOALS FOR FY 2006-2007

- 1. Set up new plan review area**
- 2. Create a plan turn around time of 10 working days or less**
- 3. Get all Erosion Control Inspectors Certified by State of Georgia**

ACCOMPLISHMENTS

1. NEW DEPARTMENT

STAFFING

	Actual FY 2004/2005	Estimated FY 2005/2006	Forecast FY 2006/2007
Plan Review Manager	0	1	1

VEHICLE SCHEDULE

	Actual FY 2004/2005	Estimated FY 2005/2006	Forecast FY 2006/2007
Vehicle Allowances	0	1	1

Columbia County **LIVE**
 DATE 6/22/06
 TIME 9:03:02

FINANCIAL MANAGEMENT
 BUDGET LISTING

PAGE 104
 BP0200
 LDELOACH

ACCOUNT	2005 Actual Expense	2006 Adopted Budget	2006 Amended Budget	2006 Actual Expense	2007 Dept. Head Requested	2007 Committee Review	2007 Commission Approved	% CHANGE
=====								
Fund 1111 - General Fund								
=====								
Department 4513 - Plan Review								

EX01 Personnel								
0300.0000 Salaries & Wages	0	0	33,553	28,909	42,224	42,224	42,224	26 %
0305.0000 Overtime Permanent Pay	0	0	0	0	0	0	0	0 %
0305.0005 Vacation	0	0	0	1,365	0	0	0	0 %
0305.0010 Sick Leave	0	0	0	0	0	0	0	0 %
0305.0015 Holiday Pay	0	0	0	1,585	0	0	0	0 %
0310.0001 Employee Med & Dental	0	0	697	6,743	9,074	9,074	9,074	1,202 %
0310.0002 Group Life Insurance	0	0	46	27	37	37	37	20 %
0310.0003 Retirement	0	0	1,988	3,088	3,378	3,378	3,378	70 %
0310.0015 Fica	0	0	1,922	2,753	3,230	3,230	3,230	68 %
0310.0020 Worker's Compensation	0	0	739	1,189	1,301	1,301	1,301	76 %
0310.0030 Expense Allowance	0	0	5,460	6,736	8,455	8,455	8,455	55 %
0312.0000 Unemployment Insurance	0	0	0	31	34	34	34	0 %
Personnel TOTAL	0	0	44,405	52,426	67,733	67,733	67,733	53 %

EX02 Supplies								
0365.0000 Postage	0	0	0	0	350	0	0	0 %
0390.0000 Office Supplies	0	0	0	0	0	0	0	0 %
0420.0000 Operating Materials/Supp	0	0	0	0	1,000	0	0	0 %
0460.0000 Utilities	0	0	0	0	0	0	0	0 %
0664.0000 Books & Reports	0	0	0	0	700	0	0	0 %
Supplies TOTAL	0	0	0	0	2,050	0	0	0 %

EX04 Contract								
0657.0000 Travel/Training/Conferen	0	0	0	0	2,000	0	0	0 %
0658.0000 Dues & Subscriptions	0	0	0	0	400	0	0	0 %
0662.0000 Communications	0	0	0	0	500	0	0	0 %
Contract TOTAL	0	0	0	0	2,900	0	0	0 %

PlanReview TOTAL	0	0	44,405	52,426	72,683	67,733	67,733	53 %

EXTENSION SERVICE

4514

MISSION STATEMENT

The mission of the UGA Cooperative Extension is to extend lifelong learning to the people of Georgia through unbiased, research-based education in agriculture, the environment, communities, youth and families.

VISION STATEMENT

The University of Georgia Extension Service is committed to excellence in:

- Providing technical support to agriculture and consumers.
- Taking the lead to help Georgians become healthier, more productive, financially independent and environmentally responsible.
- Educating Georgians with timely, accurate, comprehensive information.
- Building coalitions to address issues facing communities, families, and youth.
- Earning a reputation for integrity and respecting all people.

DEPARTMENT DESCRIPTION

The Cooperative Extension Service meets people's needs by providing educational seminars in agriculture, the environment, families, and 4-H/youth; free publications to the public, and a resource for answering questions in these fields.

Agriculture and Environment - (1) Provide unbiased, research-based information in Agribusiness: The Food Industry; Agricultural Profitability; Alternative Agriculture; Endangered Species, Wetlands & Environment; The Green Industry (growers, retailers, landscapers, and allied trade); home Horticulture; Integrated Pest Management (IPM); Natural resources; waste management and water Quality & Conservation; and (2) Provide soil and water sampling; and (3) Advice on safe pesticide use and handling.

Family and Consumer Science - Strengthening American Families, the cornerstone of a healthy America, has long been a goal of The University of Georgia Cooperative Extension Service. For more than 75 years, Extension Family and Consumer Science educational programs have helped families develop the skills to choose nutritious foods, manage resources, provide quality care for children and dependent elderly, and become community leaders.

Columbia County 4-H and Youth Development- With more than 2600 4-H'ers, Columbia County 4-H develops a wide variety of youth programs to meet the needs of young people ages 9-19. 4-H supports quality programming, competitions, events, and experiences to help Columbia

County 4-H'ers in Georgia "Make the Best Better".

Working closely with schools, to complement curriculum, 4-H is introduced through monthly 4-H programs held in class for every fifth grade student. 4-H'ers elects class officers, learn parliamentary procedure, and participate in hands-on environmental education activities during monthly meetings. Continuing through the twelfth grade, 4-H'ers develop skills in leadership and citizenship, becoming mentors for younger 4-H'ers.

Other activities offered to Columbia County 4-H'ers outside the classroom includes:

Officers Training	District Project Achievement Competition
Horse and Pony Club	4-H Bow and Arrow Club-JOAD
Summer Camps	Quiz Bowls and Judging Activities
Bunny Club	Counselor-in-Training Program
Basic Horsemanship Classes	Teen Leadership Rallies
Junior Toastmasters	Community Involvement

S.A.F.E Target Shooting

Community Service Projects (ex. Tree planting at County Parks; One for the Chipper Christmas Tree Recycling; Pounds of Pennies – Salvation Army; Adopt-A-Road cleanup)

There is no membership fee to join 4-H.

ACCOMPLISHMENTS

- Held training recertification classes for local green industry personnel. Provided 6 hours of recertification credit for commercial pesticide license holders.
- Increased number of 5th and 6th grade 4-H'ers participating in District Project Achievement by 65%.
- Provided 75 programs on agriculture, horticulture, and the environment.

FUTURE GOALS

- (1) Continue to increase the number of volunteers in Extension Programs.
- (2) Increase the role of the Advisory Committee to determine the program emphasis for the Extension Service based on the needs of the citizens of Columbia County.
- (3) Provided educational opportunities in composting, recycling, water conservation, and waste management.
- (4) Use demonstration and research plots to show better ways to control pest with less use of pesticides.

Performance Measurements

Summary of Educational Efforts with Local Clients Columbia County Extension Service January 1, 2005 - December 31, 2005

38,418 clients were assisted in person by Extension programming. 19,636 clients were assisted over the phone or through individualized written communication efforts.

Extension Programs		
Agriculture and Natural Resources		
Adult Programs	43 Programs	1518 Individuals
Youth Programs	32 Programs	134 Individuals
4-H Youth		
Adult Programs	13 Programs	123 Individuals
Youth Programs	854 Programs	22,758 Individuals
4-H Club Meetings (68 Cloverleaf & 7 middle school clubs)	452 Meetings	12,240 Individuals
Family and Consumer Sciences		
Adult Programs	40 Programs	515 Individuals
Youth Programs	6 Programs	162 Individuals
Extension Presentations not part of an Extension Program		
Agriculture and Natural Resources	23 Presentations	699 Individuals
4-H Youth	8 Presentations	190 Individuals
Family and Consumer Sciences	2 Presentations	79 Individuals
Helping People / One on One		
Face to Face Contacts		
ANR, 4-H, & FACS		12,178 Individuals
People helped on the phone		
ANR: 3048 Individuals		FACS: 63 Individuals
4-H: 3034 Individuals		
People helped through individualized written communication		
ANR: 7420 Individuals		FACS: 3485 Individuals
4-H: 2586 Individuals		
People helped through media opportunities		
Media	Number of Items	Total Audience Reached
Newsletters, Articles, Etc.	45	69,720
Radio Spots	27	1,108,042
Newspaper Articles/Announcements	63	3,919,351
Television Spots	20	2,491,000
Contributions Toward Collaborative Efforts		
Grants, Awards & Gifts	\$3,850.00	
In-Kind Gifts	\$4,550.00	
Volunteers	162	
Volunteer Hours	324	

Other 4-H Community Service & Leadership Activities Volunteer Hours = 1,000+

The more formal educational activities such as Extension programs and presentations vary greatly in the amount of time each client is involved. Therefore, we offer a measure of the total hours spent in formal educational programs. 37,450 clients spent a combined total of 34,529 hours as participants in an Extension program or presentation.

	Staffing		
	<u>Actual FY04/05</u>	<u>Estimated FY05/06</u>	<u>Forecast FY06/07</u>
County Extension Coordinator	1	1	1
County Extension Agent	1	1	1
Administrative Assistant	1	1	1
Full Time Program Assistant	1	1	1
Part Time Program Assistant	1	1	1
Sizemore Seasonal Staff	2	2	3
Total	7.0	7.0	8.0

Columbia County **LIVE**
 DATE 6/22/06
 TIME 9:03:02

F I N A N C I A L M A N A G E M E N T
 BUDGET LISTING

PAGE 105
 BP0200
 LDELOACH

ACCOUNT	2005 Actual Expense	2006 Adopted Budget	2006 Amended Budget	2006 Actual Expense	2007 Dept. Head Requested	2007 Committee Review	2007 Commission Approved	% CHANGE
=====								
Fund 1111 - General Fund								
=====								
Department 4514 - Extension Service								

EX01 Personnel								
0300.0000 Salaries & Wages	49,519	56,316	57,029	49,207	58,543	58,543	58,543	3 %
0305.0005 Vacation	4,273	0	0	4,151	0	0	0	0 %
0305.0010 Sick Leave	339	0	0	15	0	0	0	0 %
0305.0015 Holiday Pay	1,824	0	0	1,473	0	0	0	0 %
0310.0001 Employee Med & Dental	0	0	316	0	0	0	0	0 %
0310.0002 Group Life Insurance	33	33	33	33	37	37	37	12 %
0310.0003 Retirement	2,534	2,561	2,604	2,475	2,664	2,664	2,664	2 %
0310.0015 Fica	3,777	4,308	4,363	3,670	4,479	4,479	4,479	3 %
0310.0020 Worker's Compensation	86	191	191	186	199	199	199	4 %
0310.0025 State Retirement	1,951	1,844	1,844	1,886	1,995	1,995	1,995	8 %
0311.0000 New Personnel Requests	0	0	0	0	0	0	2,188	0 %
0312.0000 Unemployment Insurance	45	45	45	44	47	47	47	4 %
0313.0000 Personnel Adjustments	0	831	0	0	831	0	0	0 %
Personnel TOTAL :	64,381	66,129	66,425	63,140	68,795	67,964	70,152	6 %

DOCUMENTS FOR CLASSIFICATION: 1111 4514		EX01			Personnel Adjustments			
increase in supplement over 5 years								
EX02 Supplies								
0390.0000 Office Supplies	1,350	1,350	0	0	0	0	0	0 %
0420.0000 Operating Materials/Supp	1,693	1,500	2,850	1,271	2,850	2,850	2,850	0 %
0460.0000 Utilities	8,775	0	0	0	0	0	0	0 %
0564.0000 Minor Property Expense	0	0	0	0	700	700	700	0 %
Supplies TOTAL :	11,818	2,850	2,850	1,271	3,550	3,550	3,550	25 %

DOCUMENTS FOR CLASSIFICATION: 1111 4514		EX02			Minor Property			
0564.0000 Minor Property Expense	\$700							
1)Microprojector replacement bulb	\$350							
2)Digital camera	\$350							
EX04 Contract								
0524.0000 Contract O/S Svs	8,415	2,250	2,250	2,336	2,250	2,250	2,250	0 %
0526.0000 O/S Svcs-Temp Personnel	11,845	12,000	12,000	10,837	12,000	12,000	12,000	0 %
0528.0000 General O/S Svs	16,487	16,000	16,000	5,636	16,000	16,000	16,000	0 %
0657.0000 Travel/Training/Conferen	14,642	17,622	17,622	13,963	18,220	18,220	18,220	3 %
0662.0000 Communications	2,541	3,972	3,972	85	3,972	3,972	3,972	0 %
0663.0000 Printing	0	1,400	1,400	102	700	700	700	50 %
Contract TOTAL :	53,930	53,244	53,244	32,959	53,142	53,142	53,142	0 %

EX09 Capital								
0815.0000 Other Equipment	0	0	0	0	0	0	0	0 %

Columbia County **LIVE**
DATE 6/22/06
TIME 9:03:02

F I N A N C I A L M A N A G E M E N T
BUDGET LISTING

PAGE 106
BP0200
LDELOACH

ACCOUNT	2005 Actual Expense	2006 Adopted Budget	2006 Amended Budget	2006 Actual Expense	2007 Dept. Head Requested	2007 Committee Review	2007 Commission Approved	% CHANGE
Fund 1111 - General Fund								
Department 4514 - Extension Service								
Capital TOTAL :	0	0	0	0	0	0	0	0 %
Extension TOTAL :	130,129	122,223	122,519	97,370	125,487	124,656	126,844	4 %

PUBLIC TRANSIT DEPARTMENT

4516

MISSION STATEMENT

Public transit strives to provide dependable and courteous transportation to all Columbia County citizens while maintaining the efficiency and effectiveness of services.

VISION STATEMENT

Our department aspires to meet the transportation needs of county residents who depend on public transportation through the continued development of innovative and effective transportation practices that improve the quality of life for all clients. We want to foster a positive public persona that encourages the use of services and encourages public input as to the development of more effective and efficient transportation services to better serve our growing citizenry.

DEPARTMENT DESCRIPTION

Columbia County Public Transit provides transportation to and from educational facilities, employment centers, shopping areas, worship services, medical facilities and general places of business. We serve all Columbia County residents with transportation needs. We will transport clients anywhere in Columbia County and Richmond County with the exception of areas south of Gordon Hwy. We do not service Augusta Regional Airport or Augusta Regional Mental Hospital.

ACCOMPLISHMENTS FOR FY 2006

- Increased daily rider-ship
- Increased daily revenues
- Advertised in local media and on the Internet
- Increased revenues

GOALS FOR FY 2007

- Increase daily rider-ship to 32,500 one way trips annually
- Keep vehicle repairs to a minimum to get maximum use of each van
- Promote the transit department so that more Columbia County citizens are aware of services provided
- Expand daily transit coverage hours to 7am 'til 7pm

WORKLOAD MEASUREMENTS

ACTION	ACTUAL 2005	ESTIMATED 2006	FORECAST 2007
Trips (OWPT)	30,528	32,000	32,500
Revenue (\$)	22,454	25,000	26,000

STAFFING LEVELS

STAFF POSITION	ACTUAL 2005	ESTIMATED 2006	FORECAST 2007
Crew Leader/Supervisor	1	1	1
Customer Service Personnel/Dispatcher	1	1	1
Van Drivers	3	3	3

VEHICLE SCHEDULE

	ACTUAL 2005	ESTIMATED 2006	FORECAST 2007
Vehicles	3	3	3
Vehicle Allowances	0	0	0

BUDGET HIGHLIGHTS

Growth in the number of daily riders has improved our efficiency and effectiveness without requiring additional staff.

PUBLIC TRANSIT DEPARTMENT

4516

MISSION STATEMENT

Public transit strives to provide dependable and courteous transportation to all Columbia County citizens while maintaining the efficiency and effectiveness of services.

VISION STATEMENT

Our department aspires to meet the transportation needs of county residents who depend on public transportation through the continued development of innovative and effective transportation practices that improve the quality of life for all clients. We want to foster a positive public persona that encourages the use of services and encourages public input as to the development of more effective and efficient transportation services to better serve our growing citizenry.

DEPARTMENT DESCRIPTION

Columbia County Public Transit provides transportation to and from educational facilities, employment centers, shopping areas, worship services, medical facilities and general places of business. We serve all Columbia County residents with transportation needs. We will transport clients anywhere in Columbia County and Richmond County with the exception of areas south of Gordon Hwy. We do not service Augusta Regional Airport or Augusta Regional Mental Hospital.

ACCOMPLISHMENTS FOR FY 2006

- Increased daily rider-ship
- Increased daily revenues
- Advertised in local media and on the Internet
- Increased revenues

GOALS FOR FY 2007

- Increase daily rider-ship to 32,500 one way trips annually
- Keep vehicle repairs to a minimum to get maximum use of each van
- Promote the transit department so that more Columbia County citizens are aware of services provided
- Expand daily transit coverage hours to 7am 'til 7pm

WORKLOAD MEASUREMENTS

ACTION	ACTUAL 2005	ESTIMATED 2006	FORECAST 2007
Trips (OWPT)	30,528	32,000	32,500
Revenue (\$)	22,454	25,000	26,000

STAFFING LEVELS

STAFF POSITION	ACTUAL 2005	ESTIMATED 2006	FORECAST 2007
Crew Leader/Supervisor	1	1	1
Customer Service Personnel/Dispatcher	1	1	1
Van Drivers	3	3	3

VEHICLE SCHEDULE

	ACTUAL 2005	ESTIMATED 2006	FORECAST 2007
Vehicles	3	3	3
Vehicle Allowances	0	0	0

BUDGET HIGHLIGHTS

Growth in the number of daily riders has improved our efficiency and effectiveness without requiring additional staff.

Columbia County **LIVE**
 DATE 6/22/06
 TIME 9:03:02

FINANCIAL MANAGEMENT
 BUDGET LISTING

PAGE 107
 BP0200
 LDELOACH

ACCOUNT	2005 Actual Expense	2006 Adopted Budget	2006 Amended Budget	2006 Actual Expense	2007 Dept. Head Requested	2007 Committee Review	2007 Commission Approved	% CHANGE
=====								
Fund 1111 - General Fund								
=====								
Department 4516 - Public Transit								

EX01 Personnel								
0300.0000 Salaries & Wages	85,685	113,277	104,246	89,030	113,568	113,568	113,568	9 %
0300.0002 Salaries & Wages Other	0	0	0	0	0	0	0	0 %
0305.0000 Overtime Permanent Pay	0	2,000	2,000	66	2,000	2,000	2,000	0 %
0305.0001 O.T.- Holidays worked	0	0	0	0	0	0	0	0 %
0305.0005 Vacation	5,324	0	0	7,844	0	0	0	0 %
0305.0010 Sick Leave	2,789	0	0	6,351	0	0	0	0 %
0305.0011 Sick Leave Payout	0	0	0	0	0	0	0	0 %
0305.0015 Holiday Pay	3,741	0	0	4,539	0	0	0	0 %
0310.0001 Employee Med & Dental	20,676	22,463	23,098	17,415	17,585	17,585	17,585	24 %
0310.0002 Group Life Insurance	74	110	110	91	163	163	163	48 %
0310.0003 Retirement	5,663	6,929	6,387	7,228	7,581	7,581	7,581	19 %
0310.0015 Fica	6,887	8,666	7,975	7,798	8,688	8,688	8,688	9 %
0310.0020 Worker's Compensation	1,093	2,457	2,457	2,481	2,484	2,484	2,484	1 %
0310.0030 Expense Allowance	0	0	0	0	0	0	0	0 %
0311.0000 New Personnel Requests	0	0	0	0	0	0	0	0 %
0312.0000 Unemployment Insurance	79	91	91	86	91	91	91	0 %
Personnel TOTAL	132,011	155,993	146,364	142,929	152,160	152,160	152,160	4 %

EX02 Supplies								
0318.0000 Uniforms	461	500	700	146	700	700	700	0 %
0365.0000 Postage	2	100	100	11	100	100	100	0 %
0390.0000 Office Supplies	227	250	0	0	0	0	0	0 %
0420.0000 Operating Materials/Supp	131	250	500	363	500	500	500	0 %
0460.0000 Utilities	7,020	0	0	0	0	0	0	0 %
0635.0000 Vehicle/Equip Tires	1,037	1,200	1,200	1,150	1,500	1,500	1,500	25 %
0640.0000 Gas, Oil, Diesel Fuel	20,551	20,000	26,012	28,495	26,000	26,000	26,000	0 %
Supplies TOTAL	29,429	22,300	28,512	30,165	28,800	28,800	28,800	1 %

EX04 Contract								
0518.0000 Adver/Marketing	32	500	500	0	500	500	500	0 %
0554.0000 Gen Repairs/Maint	0	0	0	0	0	0	0	0 %
0630.0000 Veh Repairs/Maint	3,106	4,500	4,500	1,020	4,500	4,500	4,500	0 %
0657.0000 Travel/Training/Conferen	14	250	250	192	250	250	250	0 %
0662.0000 Communications	901	1,200	1,200	147	1,200	1,200	1,200	0 %
0663.0000 Printing	0	250	50	0	250	250	250	400 %
Contract TOTAL	4,053	6,700	6,500	1,359	6,700	6,700	6,700	3 %

EX09 Capital								
0813.0000 Vehicles & Motorized Mac	40,794	0	0	496-	0	0	0	0 %
Capital TOTAL	40,794	0	0	496-	0	0	0	0 %

Columbia County **LIVE**
DATE 6/22/06
TIME 9:03:02

F I N A N C I A L M A N A G E M E N T
BUDGET LISTING

PAGE 108
BP0200
LDELOACH

ACCOUNT	2005 Actual Expense	2006 Adopted Budget	2006 Amended Budget	2006 Actual Expense	2007 Dept. Head Requested	2007 Committee Review	2007 Commission Approved	% CHANGE
=====								
Fund 1111 - General Fund								
=====								
Department 4516 - Public Transit								
.....								
Tote TOTAL :	206,287	184,993	181,376	173,957	187,660	187,660	187,660	3 %

COLUMBIA COUNTY LIBRARIES

4601

MISSION STATEMENT

The purpose of the Columbia County Library is to provide quality library services and materials to adults and children in the community in order to meet their informational, recreational and educational reading needs.

VISION STATEMENT

The Columbia County Library will provide high-quality, courteous and effective library service; motivated and expert staff; state-of-the-art, esthetically pleasant and conveniently accessed library environments; up-to-date and relevant materials; and serve the needs of a growing user population in the most cost-effective manner.

DEPARTMENT DESCRIPTION

The libraries provide books, periodicals, books-on-tape, DVDs, pamphlets, CDs, online databases, internet access, public-access computers, programs for adults and children, book discussions and reference services.

GOALS 2006

- Promote use of new library
- Provide wireless internet access at all libraries
- Increase library funding via grants and donations
- Provide adequate staffing for new library to cover increased circulation, reference and programming
- Increase circulation at all locations
- Increase registered library users in Columbia County
- Offer more programs for children and adults at new library
- Promote use of RFID self-checkout system to public

ACCOMPLISHMENTS 2005

- Completed construction of new library
- Successful fundraising campaign for new library via Friends of the Library
- Selected vendor for moving books from Gibbs Library to new facility
- Selected vendor for RFID book security system and self-check system in new facility
- Secured speakers and authors for grand opening of new library
- Established position of Grantwriting Librarian to seek private funding via grants and corporate donations
- Outsourced opening day book collection for new library

- Provided wireless internet access at Gibbs Library
- Set a new record high for book circulation at the three libraries: 424,048 items
- Set a new record high for reference service at the three libraries: 52,290 questions answered
- Received much favorable media coverage for new library

WORKLOAD MEASURES

	FY 04-05	Est. 05-06	Forecast 06-07
Book circulation	424,048	470,000	525,000
Registered patrons	33,820	40,000	50,000
Collection size	147,288	170,000	190,000
Materials budget (\$34,846.70 state)	\$201,573	\$294,846	\$250,000
Building square footage	23,200	54,500	54,500
Reference questions	52,290	65,000	75,000
Program attendance	15,307	20,000	23,000

PERFORMANCE MEASURES

	FY 04-05	Est. 05-06	Forecast 06-07
Population estimate:	107,000*	110,000	115,000
Book circulation per capita	3.96	4.27	4.57
Registered patrons per capita	.31	.36	.43
Collection size per capita	1.37	1.54	1.65
Collection turnover rate	2.87	2.76	2.76
Materials budget per capita	1.88	2.68	2.17
Building square footage per capita	0.21	0.49	.47
Reference questions per capita	.49	.59	.65
Program attendance per capita	.143	.18	.20

* Columbia County Planning estimate

STAFFING

	FY 04-05	Est. 05-06	Forecast 06-07
Library Director	1	1	1
Branch Supervisor	2.75 (3 empl)	1.75 (2 empl)	1.75 (2 empl)
Branch Librarian	0	1	1
Reference Services Manager	1	1	1
Reference Librarian	1	2	2
Reference Specialist	1 (2 empl)	1	1
Reference Library Assistant (Sizemore)	0	.5	.525
Children's Librarian	1	1	1
Children's Specialist	1	1	1
Children's Library Assistant (some Sizemore)	0	1	1.5
Circulation Manager	0	1	1
Circulation Library Assistant	0	1	1
Library Assistant (some Sizemore)	5.125	6.625	6.625
Library Aide (Sizemore)	3.75	4.75	4.75
TOTAL	17.625	24.625	26.875

Columbia County **LIVE**
 DATE 6/22/06
 TIME 9:03:02

F I N A N C I A L M A N A G E M E N T
 BUDGET LISTING

PAGE 109
 BP0200
 LDELOACH

ACCOUNT	2005 Actual Expense	2006 Adopted Budget	2006 Amended Budget	2006 Actual Expense	2007 Dept. Head Requested	2007 Committee Review	2007 Commission Approved	% CHANGE
Fund 1111 - General Fund								
Department 4601 - Libraries								
EX01 Personnel								
0300.0000 Salaries & Wages	333,112	385,098	393,391	345,611	462,819	492,071	492,071	25 %
0305.0005 Vacation	20,776	0	0	29,613	0	0	0	0 %
0305.0010 Sick Leave	8,884	0	0	10,994	0	0	0	0 %
0305.0015 Holiday Pay	16,366	0	0	15,967	0	0	0	0 %
0310.0001 Employee Med & Dental	32,386	32,956	35,114	38,766	37,989	55,394	55,394	58 %
0310.0002 Group Life Insurance	285	284	284	316	323	428	428	51 %
0310.0003 Retirement	25,815	25,700	26,188	27,255	25,700	32,188	32,188	23 %
0310.0015 Fica	28,058	29,460	30,083	29,689	31,323	37,643	37,643	25 %
0310.0020 Worker's Compensation	593	1,309	1,309	1,367	1,392	1,673	1,673	28 %
0311.0000 New Personnel Requests	0	0	48,907	0	0	0	0	0 %
0312.0000 Unemployment Insurance	305	308	308	322	328	394	394	28 %
Personnel TOTAL	466,580	475,115	535,584	499,900	559,874	619,791	619,791	16 %
EX02 Supplies								
0365.0000 Postage	1,109	6,000	6,000	329	6,000	6,000	6,000	0 %
0390.0000 Office Supplies	2,221	3,500	0	0	0	0	0	0 %
0420.0000 Operating Materials/Supp	5,584	28,000	28,000	17,707	32,000	32,000	32,000	14 %
0460.0000 Utilities	22,814	0	0	0	0	0	0	0 %
0664.0000 Books & Reports	166,221	158,000	158,000	142,406	158,000	158,000	158,000	0 %
Supplies TOTAL	197,949	195,500	192,000	160,442	196,000	196,000	196,000	2 %
DOCUMENTS FOR CLASSIFICATION: 1111 4601 EX02 Postage								
Business increases at the new library will mean more overdues notices need to be mailed. While we haven't spent a high percentage of this line item in 05-06, it would be best to leave it at the same amount.								
DOCUMENTS FOR CLASSIFICATION: 1111 4601 EX02 Books & Reports								
Georgia libraries average \$2.47 per capita spent on books, so with a population of 100,000, we would need \$247,000 for the three libraries in the County. However since we are trying to hold increases to a minimum due to the expense of the new library, we are not asking for an increase here.								
DOCUMENTS FOR CLASSIFICATION: 1111 4601 EX02 Operating Materials								
Increased to purchase library cards for the RFID system and additional paper for the automated check-out system.								
EX04 Contract								
0524.0000 Contract O/S Svs	107,820	106,300	106,300	100,723	103,774	146,206	146,206	38 %
0526.0000 O/S Svcs-Temp Personnel	87,239	93,400	103,925	87,723	115,580	115,580	115,580	11 %
0528.0000 General O/S Svs	280	17,000	9,975	9,383	13,000	13,000	13,000	30 %

Columbia County **LIVE**
 DATE 6/22/06
 TIME 9:03:02

F I N A N C I A L M A N A G E M E N T
 BUDGET LISTING

PAGE 110
 BP0200
 LDELOACH

ACCOUNT	2005 Actual Expense	2006 Adopted Budget	2006 Amended Budget	2006 Actual Expense	2007 Dept. Head Requested	2007 Committee Review	2007 Commission Approved	% CHANGE
=====								
Fund 1111 - General Fund								
=====								
Department 4601 - Libraries								
0554.0000 Gen Repairs/Maint	737	0	0	0	0	0	0	0 %
0657.0000 Travel/Training/Conferen	1,421	5,000	5,000	1,015	5,000	5,000	5,000	0 %
0658.0000 Dues & Subscriptions	0	150	150	0	150	150	150	0 %
0659.0000 Rent On Buildings	4,394	2,400	2,400	1,611	0	0	0	0 %
0662.0000 Communications	4,833	5,600	5,600	470	7,000	7,000	7,000	25 %
0663.0000 Printing	783	2,000	2,000	1,382	2,500	2,500	2,500	25 %
Contract TOTAL	207,507	231,850	235,350	201,367	247,004	289,436	289,436	23 %

DOCUMENTS FOR CLASSIFICATION: 1111 4601 EX04
 Regional Library services at \$1.00 per capita = \$100,000.

0524 O/S Service Contracts

Other service contracts will increase with the new library, including leased copiers and building security.

DOCUMENTS FOR CLASSIFICATION: 1111 4601 EX04
 This can be eliminated since we will no longer need the portable building at Gibbs Library.

0659 Rent on Buildings

DOCUMENTS FOR CLASSIFICATION: 1111 4601 EX04
 Increased due to additional phones in new library, at \$20 per month per phone.

0662 Communications

DOCUMENTS FOR CLASSIFICATION: 1111 4601 EX04
 This covers part-time Library Assistants and Library Aides. An increase is needed to cover additional business at the new library and to staff the downstairs and Children's area on Sundays

0526 O/S Svcs - Temp Personnel

DOCUMENTS FOR CLASSIFICATION: 1111 4601 EX04
 We will need more brochures printed due to business increases at the new library.

0663 Printing

DOCUMENTS FOR CLASSIFICATION: 1111 4601 EX04
 This is used to fund programs for children and adults.

0528 General Outside Services

Libraries TOTAL	872,036	902,465	962,934	861,709	1,002,878	1,105,227	1,105,227	15 %
---------------------------	---------	---------	---------	---------	-----------	-----------	-----------	------

RECREATION DEPARTMENT

4611

MISSION STATEMENT

To deliver leisure opportunities to the citizens of Columbia County through a safe and well organized affordable programs and activities. By providing a comprehensive network of parks, facilities, trails and open space, which promotes the mental, physical and social well being of our citizens, for quality of life within Columbia County.

DEPARTMENT DESCRIPTION

Recreation and leisure professionals qualified to meet the needs and expectations of Columbia County citizens. This is an energetic, customer service oriented department establishing and overseeing programs, activities and events. Staff members are motivated individuals, keeping Columbia County facilities updated and exciting for the enjoyment and quality of life for the citizens of the county.

ACCOMPLISHMENTS

- # Continued the design and development of Blanchard Woods Park
- # Installation of Sewerage lines at Patriots Park
- # Paving of the parking areas at Riverside Park Boat Ramps
- # Improve drainage of tennis courts at Patriots Park
- # Continued to work with IT on implementation of REC TRAC Program
- # Dixie Debs All-star team won 1st World Series by Georgia team
- # Continued to work on projected SPLOST projects 2006-2010
- # Hosted Dixie Boys Baseball and GRPA Soccer State Championship Tournaments

BUDGET HIGHLIGHTS

- # Development of Blanchard Woods Park
- # Continue to assist with County Special Events (10 events)
- # Continue to implement parts of REC TRAC Program
- # Continue to offer quality programs for the citizens of the county

RECREATION DEPARTMENT

2006-2007

GOALS FOR FY 2006 – FY 2007

- # Construction of Blanchard Woods Park
- # Continue to look for incentive revenue ideas
- # Review departmental programs
- # Continue a quality service to citizens of the county

WORKLOAD MEASUREMENTS

STAFF ATTENDED MEETINGS:

- * Board of Commissioners, Community Services, Recreation Advisory Board, Georgia Recreation & Parks (GRPA) First District, and State Meetings

RECREATION PARK PARTICIPATION:

Patriots Park	170,380
Riverside Park	65,595
Blanchard Park	10,790
Harlem Park	7,240
Lonnie Morris Park	<u>4,723</u>
Total	258,656

SPECIAL EVENTS:

Special events either conducted or coordinated in conjunction with other groups.

- 1) Recreation & Leisure Services Dept. Volunteer Coaches Banquet
- 2) County Wide Easter Egg Hunt
- 3) Memorial Day – RED, WHITE & BLUE Festival
- 4) Hosted the Citgo ESPN Bass Tournament
- 5) 4th of July Festival and Fireworks
- 6) County Arts Festival
- 7) Breakfast with Santa & Lunch with the Grinch
- 8) Christmas Tree Lighting

RECREATION DEPARTMENT

2006-2007

PERFORMANCE MEASUREMENTS

	<u>2003</u>	<u>2004</u>	<u>2005</u>
<i>FALL PARTICIPATION SURVEY</i>			
Program Rating 1 → 10	8.3	8.9	8.6
Staff Rating 1 → 10	8.2	9.0	8.5
<i>SPRING PARTICIPATION SURVEY</i>			
Program Rating 1 → 10	8.0	8.6	8.6
Staff Rating 1 → 10	8.4	9.3	8.9

STAFFING

	<u>Actual FY 04-05</u>	<u>Actual FY 05-06</u>	<u>Forecast FY 06-07</u>
Department Manager	1	1	1
Facilities Supervisor	1	1	1
Athletic Supervisor	1	1	1
Park Services Supervisor	1	1	?
Special Events Supervisor	1	0	0
Program Coordinators	5	5	5
Administrative Assistant	1	1	1
Clerk/Accountant	1	1	1
Park Services Foreman	1	1	1
Park Services Crew Leaders	3	3	3
Park Services Workers	9	9	9
Security Guard	1	1	1
Gymnasium Coordinator	1	1	1

POSITION	EMPLOYEE	GRADE	SERVICE
RECREATION MANAGER	Charles Beale	25	29 yrs
FACILITIES SUPERVISOR	Mike Brodhecker	21	27 yrs.
ATHLETIC SUPERVISOR	Randy Haygood	21	5 yrs.
PARK SERVICES SUPERVISOR	-Open-	21	-----
PROGRAM COORDINATOR	Steve Redman	17	12 yrs.
PROGRAM COORDINATOR	Jim Mock	17	11 yrs.
PROGRAM COORDINATOR	Kelvin Lampkin	17	7 yrs.
PROGRAM COORDINATOR	Gary Tam	17	7 yrs.
PROGRAM COORDINATOR	Christi Deloach	17	5 yrs.
GYMNASIUM COORDINATOR	Robbie Kiser	15	2 yrs.

ADMINISTRATIVE ASSIST.	Angie Wilson	14	3 yrs.
ACCOUNTING CLERK	-Open-	13	----
PARK SERVICES FOREMAN	Mike Cox	16	19 yrs.
PARK SERVICES CREW LEADER	Gus Dunn	14	19 yrs.
PARK SERVICES CREW LEADER	Napolean Pollard	14	13 yrs.
PARK SERVICES CREW LEADER	Lois Maddox	14	10 yrs.
PARK SERVICES WORKER	Gary Lee	10	10 yrs.
PARK SERVICES WORKER	Ryan Bennett	10	4 yrs.
PARK SERVICES WORKER	Tommy Holtzner	10	8 yrs.
PARK SERVICES WORKER	Lavon Garnett	10	6 yrs.
PARK SERVICES WORKER	Marcus Johnson	10	2 yrs.
PARK SERVICES WORKER	Richard Richards	10	3 yrs.
PARK SERVICES WORKER	Dennis Smolen	10	1 yr.
PARK SERVICES WORKER	Robert Culbreath	10	1 yr.
PARK SERVICES WORKER	-Open-	10	-0-
NIGHTWATCH MAN	Dale Waege	10	12 yrs.

VEHICLE SCHEDULE

AUTHORIZED VEHICLES	10 IN USE
HEAVY EQUIPMENT	6 IN USE
VEHICLE ALLOWANCES	8 EMPLOYEES

Patriots Park

1994 Ford F-250 Pick-up
1997 Ford F-15- Pick-up

Riverside Park

1994 Ford F-150 Pick-up
2000 Ford F-250 Flatbed

Blanchard Park

1997 Ford F-250 Flatbed
2000 Ford F-250 Pick-up

Staff

1994 Ford Explorer
2004 Chevrolet Pick-up
2004 Chevrolet Pick-up
1991 GMC Dump Truck

Columbia County **LIVE**
 DATE 6/22/06
 TIME 9:03:02

F I N A N C I A L M A N A G E M E N T
 BUDGET LISTING

PAGE 111
 BP0200
 LDELOACH

ACCOUNT	2005 Actual Expense	2006 Adopted Budget	2006 Amended Budget	2006 Actual Expense	2007 Dept. Head Requested	2007 Committee Review	2007 Commission Approved	% CHANGE
Fund 1111 - General Fund								
Department 4611 - Recreation								
EX01 Personnel								
0300.0000 Salaries & Wages	646,412	780,330	756,354	589,359	0	807,473	807,473	7 %
0305.0005 Vacation	55,753	0	0	50,276	0	0	0	0 %
0305.0010 Sick Leave	29,695	0	0	21,535	0	0	0	0 %
0305.0015 Holiday Pay	33,434	0	0	29,463	0	0	0	0 %
0310.0001 Employee Med & Dental	99,320	108,553	112,926	88,410	0	86,195	86,195	24 %
0310.0002 Group Life Insurance	770	764	764	690	0	725	725	5 %
0310.0003 Retirement	51,900	52,227	50,768	47,161	0	45,801	45,801	10 %
0310.0015 Fica	58,154	60,968	59,106	52,864	0	53,506	53,506	9 %
0310.0020 Worker's Compensation	7,410	16,240	16,240	14,763	0	14,661	14,661	10 %
0310.0030 Expense Allowance	35,091	32,978	32,978	34,025	35,402	35,402	35,402	7 %
0312.0000 Unemployment Insurance	639	638	638	580	0	560	560	12 %
Personnel TOTAL :	1,018,578	1,052,698	1,029,774	929,126	35,402	1,044,323	1,044,323	1 %
EX02 Supplies								
0318.0000 Uniforms	2,998	2,500	2,500	1,981	2,500	2,500	2,500	0 %
0355.0005 Herbicides	4,800	0	0	0	0	0	0	0 %
0365.0000 Postage	4,572	6,000	6,000	4,180	5,000	5,000	5,000	17 %
0384.0000 Adult League Expense	19,732	18,000	18,000	18,666	18,000	18,000	18,000	0 %
0385.0000 Day Camp Expense	19,178	20,000	20,000	10,341	20,000	20,000	20,000	0 %
0390.0000 Office Supplies	3,974	5,000	0	0	0	0	0	0 %
0420.0000 Operating Materials/Supp	98,773	112,000	117,000	105,256	118,406	118,406	118,406	1 %
0420.0005 Operating Materials/Unif	57,361	57,000	57,000	56,082	55,000	55,000	55,000	4 %
0420.0030 Operating Sup/Concession	426	300	300	15	300	300	300	0 %
0460.0000 Utilities	43,874	0	0	0	0	0	0	0 %
0564.0000 Minor Property Expense	21,664	28,250	28,250	24,486	43,849	43,849	43,849	55 %
0635.0000 Vehicle/Equip Tires	1,343	1,500	1,500	1,370	1,500	1,500	1,500	0 %
0640.0000 Gas, Oil, Diesel Fuel	18,172	18,000	19,032	20,264	22,000	22,000	22,000	16 %
0653.0000 Tournament Expense	21,045	30,000	30,000	29,856	15,000	15,000	30,000	0 %
Supplies TOTAL :	317,912	298,550	299,582	272,497	301,555	301,555	316,555	6 %

DOCUMENTS FOR CLASSIFICATION: 1111 4611 EX02
 0384-0000 Adult League Expense \$18,000
 This Line Code covers expenses for Adult Softball Leagues, offset
 by Adult League Income 0114-0000

Adult League Expense

DOCUMENTS FOR CLASSIFICATION: 1111 4611 EX02
 0385-0000 Daycamp Expense \$20,000
 This Line Code covers Camp Staff, supplies, equipment, snacks and
 transportation - Offset by Income from Line Code 0070-0015

Daycamp Expense

DOCUMENTS FOR CLASSIFICATION: 1111 4611

EX02

Operating Materials/Supplies

FINANCIAL MANAGEMENT
BUDGET LISTING

ACCOUNT	2005 Actual Expense	2006 Adopted Budget	2006 Amended Budget	2006 Actual Expense	2007 Dept. Head Requested	2007 Committee Review	2007 Commission Approved	% CHANGE
---------	---------------------------	---------------------------	---------------------------	---------------------------	---------------------------------	-----------------------------	--------------------------------	----------

Fund 1111 - General Fund

Department 4611 - Recreation

0420-0000 Operating Materials/Supplies \$118,406
Includes supplies and materials needed to operate our programs and activities, as well as general maintenance supplies and tools,

Baseball & Softball	\$12,000	Catchers Equipment	\$3,000
Football Pads	\$ 5,000	Footballs	\$ 200
Scorebooks	\$ 750	First Aid Supplies	\$ 750
Batting Helmets	\$ 1,000	Bases & Anchors	\$1,000
Soccer Nets	\$ 2,000	League Trophies	\$2,000
Spring Jingle Road Race	\$ 500	Christmas	\$ 200
Halloween Event	\$ 500	Pitching Rubbers	\$ 150
Basketball Nets	\$ 100	Field Dress/Rock	\$6,000
Nylon Ropes/Stakes	\$ 700	Gas Cans	\$ 200
Traffic Paint	\$ 4,000	Cement	\$6,000
Field Mark Paint	\$ 6,000	Extension Coards	\$ 250
Hand Tools	\$ 2,000	Office Light Bulbs	\$ 500
Fire Exting. Refills	\$ 1,000	Park Signage	\$1,500
Insecticides	\$ 1,000	Paint Equipment	\$ 1,000
Engine Cleaner	\$ 100	Landscaping	\$ 2,500
Nuts, Bolts, Nails	\$ 500	Playground Mulch	\$ 3,000
Park Banners	\$ 2,500	Football Helmets	\$10,000
Water Hose	\$ 200	Soccer Balls	\$ 2,000
Diamond Dry	\$ 4,000	Batting Tees	\$ 250
Lumber	\$ 4,000	Basketballs	\$ 2,000
Chalk	150	World Series Rings	\$ 2,000
Tennis Nets/Hardware	\$ 300	Park Activity Supplies	\$ 5,000
Janitorial Supplies	\$ 4,000	Back Support/Hard Hats	\$ 700
Park Improvements	\$ 5,000	Grass Seed & Sod	\$ 2,000
Gym Rats Program	\$ 500	New Co. Logo Changes	\$ 5,000
Weedeaters (2) (BW)	\$ 160	Backpack Blower (BW)	\$ 125
String Winder (BW)	\$ 20	First Aid Kits (BW)	\$ 129
Hand Shovels (BW)	\$ 30	1,000FT Megaphone (BW)	\$ 70
Proline Fld Mrkg Sys (BW)	\$418	Add'l Fld Mark Paint (BW)	\$1,500
Soccer Corner Flags (5 sets) (BW)		Heavy Duty Ball Inflater (BW)	\$219

DOCUMENTS FOR CLASSIFICATION: 1111 4611

EX02

Operating/Uniforms

0420-0005 operating/Uniforms \$57,000

This Line Code is for Athletic Uniforms and clothing used by youth athletic leagues (shirts, pants, caps, team logos, patches, numbers)

Baseball/Softball Shirts	\$8,000	Youth/Adult T-shirts	\$10,000
Baseball/Softball Pants	\$6,000	Football Pants	\$ 4,000
Baseball/Softball Caps	\$3,500	Dixie Patches	\$ 1,000
Allstar Uniforms	\$4,000	Equipment Bags	\$ 500
Team Name Logos	\$5,000	Football Jerseys	\$ 2,000
Tufflex Numbers	\$4,000		

F I N A N C I A L M A N A G E M E N T
BUDGET LISTING

ACCOUNT	2005 Actual Expense	2006 Adopted Budget	2006 Amended Budget	2006 Actual Expense	2007 Dept. Head Requested	2007 Committee Review	2007 Commission Approved	% CHANGE
=====								
Fund 1111 - General Fund								
=====								
Department 4611 - Recreation								

Soccer League Shirts	\$1,500							
Cheerleader Uniforms	\$5,000							
Soccer/Basketball Shorts	\$ 500							
DOCUMENTS FOR CLASSIFICATION: 1111 4611		EX02						
0420-0030 Concessions	\$300.00							
This Line Code is for coverage of meals at Director's Roundtable and GRPA District Meetings								
DOCUMENTS FOR CLASSIFICATION: 1111 4611		EX02						
0653-0000 Tournament Expense	\$30,000							
Team travel for Department Allstar teams to District, State Tournaments and World Series Tournaments (includes team travel and motel for youth participants).								
DOCUMENTS FOR CLASSIFICATION: 1111 4611		EX02						
0564-0000 Minor Property Expense	\$43,849							
Replace Glass Backboard	\$ 1,000							
Baseball Pitching Machine	\$ 1,300							
Softball Pitching Machine	\$ 1,300							
World Series Placques	\$ 3,000							
Dugout Tarps	\$ 3,000							
Bleacher Covers (4)	\$11,200							
Portable Fences	\$ 5,000							
Top Dresser	\$ 4,200							
Multipurpose Race Timer (BW)	\$ 900							
Athletic Field Marker (BW)	\$ 2,149							
Carry-all Utility Vehicles (2) (BW)	\$ 8,000							
Field Spreader (BW)	\$ 2,800							
EX04 Contract								
0518.0000 Adver/Marketing	5,661	5,000	600	260	5,000	5,000	5,000	733 %
0524.0000 Contract O/S Svs	62,397	50,000	45,001	27,721	20,900	20,900	20,900	54-%
0526.0000 O/S Svcs-Temp Personnel	64,608	78,000	78,000	50,557	101,700	89,460	89,460	15 %
0528.0000 General O/S Svs	300	0	0	0	0	0	0	0 %
0554.0000 Gen Repairs/Maint	19,829	20,000	20,000	13,780	15,000	15,000	15,000	25-%
0630.0000 Veh Repairs/Maint	2,665	3,000	3,000	5,063	4,000	4,000	4,000	33 %
0655.0000 Per Diem Fees	90,440	90,000	101,499	96,592	90,000	90,000	90,000	11-%
0657.0000 Travel/Training/Conferen	7,893	10,000	10,000	6,599	10,000	10,000	10,000	0 %
0658.0000 Dues & Subscriptions	24,600	25,000	22,900	22,618	20,000	20,000	20,000	13-%
0660.0000 Equipment Rental	495	1,000	1,000	363	1,000	1,000	1,000	0 %
0661.0000 Insurance & Bonds	21,930	25,000	25,000	11,376	25,000	25,000	25,000	0 %
0662.0000 Communications	18,591	25,000	25,000	2,300	15,000	15,000	15,000	40-%

Columbia County **LIVE**
DATE 6/22/06
TIME 9:03:02

F I N A N C I A L M A N A G E M E N T
BUDGET LISTING

PAGE 114
BP0200
LDELOACH

ACCOUNT	2005 Actual Expense	2006 Adopted Budget	2006 Amended Budget	2006 Actual Expense	2007 Dept. Head Requested	2007 Committee Review	2007 Commission Approved	% CHANGE
Fund 1111 - General Fund								
Department 4611 - Recreation								
0663.0000 Printing	1,252	3,000	3,000	602	3,000	3,000	3,000	0 %
Contract TOTAL :	320,661	335,000	335,000	237,831	310,600	298,360	298,360	11-%

DOCUMENTS FOR CLASSIFICATION: 1111 4611 EX04 Contract Outside Services
0524-0000 Contract Outside Services \$20,910
This Line Code covers contract services and maintenance
services our department cannot execute
Outside Services Contracts Portable Services (Port-o-lets) \$ 5,500
Superior Utility (Locate underground lines) \$ 800 Pollock (Copier
Usage) \$ 6,000 Bowman Security (Office Security monitoring) \$ 2,000
Dixie Lock & Safe (Lock repairs) \$ 300 Columbia Co. Solid Waste
(Material to dump) \$ 300 Bennett Gas (Propane for shops) \$ 3,000
Gymnasium Equipment Maintenance \$ 3,000
Total \$20,900

DOCUMENTS FOR CLASSIFICATION: 1111 4611 EX04 Temporary Personnel Outside Services
0526-0000 Temporary Personnel Outside Services
Seasonal Field & Gym Staff
Office Assistant
Staffing for Gym
Summer Maintenance Workers
College Intern

DOCUMENTS FOR CLASSIFICATION: 1111 4611 EX04 Per Diem Fees (Umpires & Officials)
0655-0000 Per Diem Fees (Umpires & Officials) \$90,000
Operational cost for youth athletic games - 2,567 games played
baseball, softball, football, soccer and basketball

DOCUMENTS FOR CLASSIFICATION: 1111 4611 EX04 Travel/Training/Conference
0657-0000 Travel/Training/Conference \$10,000
Staff travel and training to maintain Continuing Education Credits
mandated by the Board of Commissioners for both Program and
Maintenance Staff (9/18/01)
-GRPA State Conference
-NRPA Southern Regional Conference
-GRPA Maintenance School
-GRPA Athletic Workshops
-District, State and Regional Workshops and Training

DOCUMENTS FOR CLASSIFICATION: 1111 4611 EX04 Dues & Subscriptions

Columbia County **LIVE**
 DATE 6/22/06
 TIME 9:03:02

F I N A N C I A L M A N A G E M E N T
 BUDGET LISTING

PAGE 115
 BP0200
 LDELOACH

ACCOUNT	2005 Actual Expense	2006 Adopted Budget	2006 Amended Budget	2006 Actual Expense	2007 Dept. Head Requested	2007 Committee Review	2007 Commission Approved	% CHANGE
=====								
Fund 1111 - General Fund								
=====								
Department 4611 - Recreation								

0658-0000 Dues & Subscriptions		\$20,000						
Department dues for State & National Recreation Memberships, State & National Athletic Affiliations, Augusta Sports Council Membership and Donation to Special Children's Wheelchair Basketball Program								
DOCUMENTS FOR CLASSIFICATION: 1111 4611 EX04 Insurance & Bonds								
0661-0000 Insurance & Bonds		\$25,000						
Registered youth participants for sports and \$6.00 per child annually.								
DOCUMENTS FOR CLASSIFICATION: 1111 4611 EX04 Printing								
0663-0000 Printing		\$3,000						
General outside printing cost for Coaches Policy Manuals, Staff Business Cards, Departmental Stationary and Water Bill Advertisement.								
EX09 Capital								
0813.0000 Vehicles & Motorized Mac	34,042	0	43,000	13,345	0	0	0	0 %
0814.0000 Computers/Communica Equi	0	0	0	0	0	0	0	0 %
0815.0000 Other Equipment	0	0	0	0	0	0	0	0 %
0816.0000 Other Capital Assets	0	0	0	0	0	0	0	0 %

Capital TOTAL :	34,042	0	43,000	13,345	0	0	0	0 %

Recreation TOTAL :	1,691,193	1,686,248	1,707,356	1,452,799	647,557	1,644,238	1,659,238	3 - %

WILDWOOD PARK

4612

MISSION STATEMENT

To offer outdoor leisure opportunities for the citizens of Columbia County – walking, biking and horse back riding; swimming, fishing, picnicking, boating and camping and disc golf – all in a natural environment. Promote the mental, physical and social well being of all visitors by enhancement of outdoor natural experiences, adding to the quality of life within Columbia County.

DEPARTMENT DESCRIPTION

An outstanding natural area within Columbia County, that is located on Lake Thurmond devoted to individual and family passive recreational opportunities.

ACCOMPLISHMENTS FY 2005-06

- # Generated more revenue than budget expenses for fiscal year
- # Started construction of National Disc Golf Center Building & courses
- # Hosted CITGO BASSMASTER Tour Tournament for 2nd year
- # Hosted Jet Ski Competition, Labor Day Lake fest & Fireworks and many local bass tournaments
- # Hosted Georgia Top Six State Bass Tournament

GOALS FOR FY 2006 – 07

- Continued development of three Championship Disc Golf Courses
- Host CITGO BASSMASTER Tour Tournament for 2nd year
- Host National Disc Golf Association Tour Tournament
- Improve customer service with on-line campsite reservations
- Increase revenue at the park

BUDGET HIGHLIGHTS

- # Continued to increase the number of fishing tournaments
- # Look for other ways to improve customer service
- # Continue to offer quality service to the citizens with events and activities
- # To maintain the park to standards of customer quality

WILDWOOD PARK

2006-2007

WORKLOAD MEASUREMENTS

975 ACRES/ 1 PARK SERVICES WORKER

Only camping area on Lake Thurmond open 365 days a year.

Increase in number of Fishing Tournaments and Special Events over the past year.

PERFORMANCE MEASUREMENTS

PARK ATTENDANCE

	<u>Participants</u>
Gate	56,835
Camping	8,130
Season Passes	390
Pavilion Rental	2,778
Rental	<u>793</u>
Total	68,926

STAFFING

	<u>Actual FY 04-05</u>	<u>Actual FY 05-06</u>	<u>Forecast FY 06-07</u>
Park Services Worker	1	1	1
Park Assistant – Temp	1	1	1
Host Campers	2	2	2

<i>FULL TIME POSITION</i>	<i>EMPLOYEE</i>	<i>GRADE</i>	<i>SERVICE</i>
Park Service Worker	Jerry Whitaker	10	20 yrs.

VEHICLE SCHEDULE

	<u>Actual FY 04-05</u>	<u>Actual FY 05-06</u>	<u>Forecast FY 06-07</u>
Authorized Vehicles	1	1	1
Light Equipment	2	2	2

Columbia County **LIVE**
 DATE 6/22/06
 TIME 9:03:02

F I N A N C I A L M A N A G E M E N T
 BUDGET LISTING

PAGE 116
 BP0200
 LDELOACH

ACCOUNT	2005 Actual Expense	2006 Adopted Budget	2006 Amended Budget	2006 Actual Expense	2007 Dept. Head Requested	2007 Committee Review	2007 Commission Approved	% CHANGE
=====								
Fund 1111 - General Fund								
=====								
Department 4612 - Wildwood Park								

EX01 Personnel								
0300.0000 Salaries & Wages	22,764	26,915	27,214	22,204	0	27,456	27,456	1 %
0305.0005 Vacation	2,495	0	0	2,196	0	0	0	0 %
0305.0010 Sick Leave	356	0	0	145	0	0	0	0 %
0305.0015 Holiday Pay	1,019	0	0	1,216	0	0	0	0 %
0310.0001 Employee Med & Dental	5,061	5,297	5,448	5,285	0	5,870	5,870	8 %
0310.0002 Group Life Insurance	33	33	33	33	0	37	37	12 %
0310.0003 Retirement	1,596	1,615	1,633	1,127	0	1,098	1,098	33-%
0310.0015 Fica	1,908	2,059	2,082	1,834	0	2,100	2,100	1 %
0310.0020 Worker's Compensation	263	584	584	559	0	596	596	2 %
0312.0000 Unemployment Insurance	21	22	22	21	0	22	22	0 %

Personnel TOTAL :	35,516	36,525	37,016	34,620	0	37,179	37,179	0 %

EX02 Supplies								
0318.0000 Uniforms	153	200	200	161	200	200	200	0 %
0355.0005 Herbicides	0	150	150	0	0	0	0	0 %
0365.0000 Postage	68	300	300	47	300	300	300	0 %
0390.0000 Office Supplies	388	500	0	0	0	0	0	0 %
0420.0000 Operating Materials/Supp	8,400	15,000	15,500	13,680	15,000	15,000	15,000	3-%
0460.0000 Utilities	1,755	0	0	0	0	0	0	0 %
0564.0000 Minor Property Expense	1,545	2,150	2,150	1,775	6,425	6,425	6,425	199 %
0635.0000 Vehicle/Equip Tires	130	150	150	0	150	150	150	0 %
0640.0000 Gas, Oil, Diesel Fuel	4,186	3,000	3,868	4,301	4,000	4,000	4,000	3 %

Supplies TOTAL :	16,625	21,450	22,318	19,964	26,075	26,075	26,075	17 %

DOCUMENTS FOR CLASSIFICATION: 1111 4612 EX02 Operating Materials/Supplies
 0420-0000 Operating Materials/Supplies \$15,500

Includes supplies and materials needed to operate overall park and special events, as well as general maintenance supplies and tools.

Hand tools \$ 200 Paint & equipment \$1,000
 Beach sand \$2,000 Rock & Gravel \$2,000
 Lumber \$1,500 Nuts, Bolts, Nails \$ 300
 Park Signs \$1,000 Janitorial Supplies \$3,000
 Cement \$2,500 Park Improvements \$1,000
 Landscaping \$ 500

DOCUMENTS FOR CLASSIFICATION: 1111 4612 EX02 Minor Property
 0564-0000 Minor Property Expense \$6,425

Trash cans lids \$ 600
 Backpack Blower (2) \$ 680

Columbia County **LIVE**
 DATE 6/22/06
 TIME 9:03:02

F I N A N C I A L M A N A G E M E N T
 BUDGET LISTING

PAGE 117
 BP0200
 LDELOACH

ACCOUNT	2005 Actual Expense	2006 Adopted Budget	2006 Amended Budget	2006 Actual Expense	2007 Dept. Head Requested	2007 Committee Review	2007 Commission Approved	% CHANGE
=====								
Fund 1111 - General Fund								
=====								
Department 4612 - Wildwood Park								

Backpack Sprayer (3)	\$ 395							
Fuel Storage Shed	\$ 700							
Trailer 7'6" x 10'	\$3,900							
Chemical Spill Kit	\$ 150							

EX04 Contract								
0518.0000 Adver/Marketing	3,045	3,000	3,000	260	3,000	3,000	3,000	0 %
0524.0000 Contract O/S Svs	7,978	9,000	9,000	6,307	0	0	0	0 %
0526.0000 O/S Svcs-Temp Personnel	11,300	30,000	30,000	18,755	34,615	34,615	34,615	15 %
0528.0000 General O/S Svs	12	0	0	0	0	0	0	0 %
0554.0000 Gen Repairs/Maint	2,945	5,000	5,000	3,931	6,000	6,000	6,000	20 %
0630.0000 Veh Repairs/Maint	958	1,000	1,000	718	500	500	500	50 %
0657.0000 Travel/Training/Conferen	0	0	0	0	0	0	0	0 %
0660.0000 Equipment Rental	125	250	250	0	250	250	250	0 %
0661.0000 Insurance & Bonds	6	500	500	0	500	500	500	0 %
0662.0000 Communications	1,855	1,500	1,500	109	1,000	1,000	1,000	33 %
0663.0000 Printing	497	1,000	1,000	0	1,000	1,000	1,000	0 %

Contract TOTAL	28,721	51,250	51,250	30,080	46,865	46,865	46,865	9 %

DOCUMENTS FOR CLASSIFICATION: 1111 4612								
0526.0000 Outside Services - Temporary Personnel		EX04 \$34,615			Outside Services - Temporary Personnel			

Part-time Park Assistant								
Gate Workers								
Summer Maintenance								

EX09 Capital								
0813.0000 Vehicles & Motorized Mac	8,659	0	0	0	0	0	0	0 %

Capital TOTAL	8,659	0	0	0	0	0	0	0 %

Wildwood TOTAL	89,521	109,225	110,584	84,664	72,940	110,119	110,119	0 %

FORESTRY SERVICES

4613

MISSION STATEMENT

To provide leadership, service, and education in the protection and stewardship of Georgia's forest resources.

VISION STATEMENT

Healthy, sustainable forest providing clean air, clean water, and abundant products for future generations.

DEPARTMENT DESCRIPTION

The responsibilities of the Forestry Unit include providing public assistance with wildfire protection, prescribe burning, offer fire prevention activities, issue burning permits, provide seedlings, and technical advice with forest protection, reforestation, and management.

GOALS FOR FY 2006

- Provide leadership in the areas of protection and management
- Educate the public on the wise use of all forest resources for all citizens.
- Increase Forestry Fire Protection activities by 5 percent ***FIRE WISE***
- Tree City USA
- Reduce Nonpoint Source Pollution thru BMP's
- Promote Rx Prescribed Burning
- Decrease Wild Land Fire by 5 percent.
- Promote Timber Harvesting

ACCOMPLISHMENTS

Columbia County has continued to grow, as a result of the booming population. The demand of school programs, exhibits, burning permits, burning complaints, shade tree cases and other urban forestry practices. We stay very busy in our cabinet shop building custom cabinets and retirement plaques for other forestry units within the Georgia Forestry Commission. See our 04/05 Annual Report.

Columbia County **LIVE**
 DATE 6/22/06
 TIME 9:03:02

F I N A N C I A L M A N A G E M E N T
 BUDGET LISTING

PAGE 118
 BP0200
 LDELOACH

ACCOUNT	2005 Actual Expense	2006 Adopted Budget	2006 Amended Budget	2006 Actual Expense	2007 Dept. Head Requested	2007 Committee Review	2007 Commission Approved	% CHANGE
Fund 1111 - General Fund								
Department 4613 - Forestry								
EX02 Supplies								
0318.0000 Uniforms	351	1,100	1,100	465	650	650	650	41-%
0420.0000 Operating Materials/Supp	1,129	1,300	1,300	1,017	800	800	800	38-%
Supplies TOTAL	1,480	2,400	2,400	1,482	1,450	1,450	1,450	40-%
EX04 Contract								
0524.0000 Contract O/S Svs	4,578	4,548	4,548	4,541	4,548	4,548	4,548	0 %
0658.0000 Dues & Subscriptions	68	87	87	8	90	90	90	3 %
0662.0000 Communications	1,068	1,200	1,200	365	1,200	1,200	1,200	0 %
0663.0000 Printing	29	155	155	31	155	155	155	0 %
Contract TOTAL	5,743	5,990	5,990	4,945	5,993	5,993	5,993	0 %
DOCUMENTS FOR CLASSIFICATION: 1111 4613								
0524.0000 O/S Svs								
1) Ga. Forestry Fire protection fee								
2) Copier readings								
0662.0000 Communications								
High Speed Internet Cable - \$540 per year								
0658.0000 Subscription fees								
1) News times								
2) Wildland Magazine								
EX09 Capital								
0813.0000 Vehicles & Motorized Mac	0	0	0	0	5,500	0	0	0 %
Capital TOTAL	0	0	0	0	5,500	0	0	0 %
Forestry TOTAL	7,223	8,390	8,390	6,427	12,943	7,443	7,443	11-%

COLUMBIA COUNTY HEALTH DEPARTMENT

4711

Facility Administrator

Phyllis Roland RN
Columbia County Health Department
PO Box 99 Appling, GA 30802
706-541-1318 Ext 229 Appling
706-556-3727 Harlem
706-868-3330 Evans
Pager: [www. Metrocall.com](http://www.Metrocall.com) 732-8914
Email: phroland@gdph.state.ga.us

Mission

The mission of the Georgia Division of Public Health is to promote health and prevent disease, injury and disability.

Vision

To ensure the highest quality health education, health promotion, disease prevention and health services to the citizens of Columbia County.

Goal

The Columbia County Health Department's goal is to assist the residents in achieving their highest level of health, independence, and self-sufficiency and enhance their quality of life.

Objectives

To achieve this goal, the Health Department uses the following procedures:

- Assists with the development of sound health policies and plans.
- Monitors and assesses community health status and needs.
- Partners with communities and organizations.
- Provides personal and population based services and education.
- Enforces laws and regulations that protect the health and safety of the community.
- Provides population based data, vital statistics, and registries.
- Gathers information through surveillance and investigation.
- Disseminates wellness and health information.
- Evaluates our effectiveness, accessibility, and quality of services.
- Assures a competent, sensitive, and responsive public health work force.
- Provides a public health laboratory.
- Looks for innovative solutions for public health problems.

Staffing

Columbia County Health Department consists of twenty-seven employees, three Health Department facilities and administers over 30 programs established to protect and enhance the quality of life for those we serve. We strive to implement the following programs, adhering to the goals established by the programs. This list is not all-inclusive.

Programs

- High Risk Newborn Follow up & Genetic Screening
- Children First
- Early Intervention/Babies Can't Wait
- Health Check
- Dental Screening
- School/Daycare Programs & Audits
- Children's Medical Services (CMS)
- Lead Screening and Abatement
- Laboratory Services
- Infant Death Investigations & Child Fatality Review Board
- Vision & Hearing Screening
- Immunizations
- Family Planning
- Women's Health Services
- Presumptive Eligibility (PE)
- Right From the Start Medicaid (RSM)
- Perinatal Case Management (PCM)
- Pregnancy Related Services (PRS)
- Babies Born Healthy (BBH)
- Breastest/Breastest and More Program (BT/BT & More)
- Breast & Cervical Cancer Program (BCCP)
- Stroke & Heart Attack Prevention Program (SHAPP)
- Special Supplemental Nutrition Program For Women, Infant, & Children (WIC)
- Infectious Disease Surveillance, Investigation, & Treatment
- Tuberculosis Control
- Sexually Transmitted Disease Control
- HIV Counseling & Screening
- Coalitions & Collaboration with Community Organizations
- Food Services Inspections
- On Site Sewage Management Systems
- Tourist Court Inspections
- Rabies Control
- Water Sample Testing
- Nuisance Complaints
- Inspection of Institutions
- Swimming Pool Inspections
- Injury Control Programs

Accomplishments for 2005

- Assisted in development of and provided enforcement for a countywide smoking ban
- Continued to enhance the Disaster Services Plan for the County
- Continued to systematically monitor Quality Assurance guidelines in each program
- Increased participation and motivation in the Wellness Program by inclusion of a wellness activity in the monthly staff meeting
- Surveyed clients to see if extended hours are needed to better serve the working public
- Requested the Board of Health and County Commission to bring Environmental fee schedule more in line with comparable counties in the state
- Assured new pool regulations are brought to the attention of public pool owners and adherence complied with
- Implemented new Car Seat Program
- Decentralized the Children's Medical Services Program in our county to provide more comprehensive services to families that have children with special needs, to include expansion of the Children First program
- Implemented of a "Fun Club", Nutrition program at each site to target childhood obesity, in an attempt to halt the growing problem
- Improved fee collection through training in procedures to better assess income and ask clients for payment
- Implemented necessary policy changes to become HIPAA compliant

Goals for FY 2006

- All new staff (3 registered nurses, 3 administrative staff and 1 LPN to be hired) to become fully trained and efficiently functioning in their roles by years end
- Fully implement the Foster Care Program into Public Health
- Decentralize the high risk newborn follow-up program and the children's first programs and integrate into each clinic
- Rebuild the Capacity to offer perinatal case management services in the Evan's clinic
- Participate in the public health district full-scale exercise, as well as the Columbia County full-scale exercise.

Budget Highlights

Due to major problems in recruiting and retaining public health nurses in Columbia County, a 5% increase in the Health Department budget is requested. Detailed research has been submitted to illustrate salary comparisons with local hospitals. The 5% increase would assure we can compete with those medical facilities.

Columbia County **LIVE**
DATE 6/22/06
TIME 9:03:02

F I N A N C I A L M A N A G E M E N T
BUDGET LISTING

PAGE 119
BP0200
LDELOACH

ACCOUNT	2005 Actual Expense	2006 Adopted Budget	2006 Amended Budget	2006 Actual Expense	2007 Dept. Head Requested	2007 Committee Review	2007 Commission Approved	% CHANGE
=====								
Fund 1111 - General Fund								
=====								
Department 4711 - Health Dept								

EX04 Contract								
0524.0000 Contract O/S Svs	416,228	416,228	416,228	346,862	437,039	437,039	437,039	5 %
0662.0000 Communications	2,967	0	0	0	0	0	0	0 %

Contract TOTAL :	419,195	416,228	416,228	346,862	437,039	437,039	437,039	5 %

DOCUMENTS FOR CLASSIFICATION: 1111 4711		EX04		EX04				
0524.0000 Contract O/S Services	\$437,039							
5% Salary Increase								

Health Dep TOTAL :	419,195	416,228	416,228	346,862	437,039	437,039	437,039	5 %

DEPT. OF FAMILY AND CHILDREN SERVICES

DFACS

4712

DHR MISSION STATEMENT

The Georgia Department of Human Resources, in partnership with others, will effectively deliver compassionate, innovative, and accountable services to individuals, families and communities.

DHR VISION FOR THE FUTURE

Georgians living safe, healthy, and self-reliant lives. The Division of Family and Children Services (DFCS) is the part of DHR that investigates child abuse; finds foster homes for abused and neglected children; helps low income, out-of-work parents get back on their feet; assists with childcare costs for low income parents who are working or in job training; and provides numerous support services and innovative programs to help troubled families.

SERVICES

Adoption Services

The Adoption unit is now a part of the Division of Family and Children Services (DFCS).

Adult Protective Services

Investigates reports of abuse, exploitation, or neglect of elderly or disabled adults who cannot care for themselves.

Child Abuse & Neglect

Child Protection Services investigates reports of child abuse or neglect and provides services to protect the child and strengthen the family

Emergency Food Assistance

A federal program that helps supplement the diets of low-income persons in Georgia.

Energy Assistance

Energy assistance for low-income families.

Food Stamps

Food stamps supplement the food budget for eligible families.

Foster Care

Foster care is provided for children whose families cannot care for them.

Medicaid

Provides medicaid coverage for eligible children under the age of 19, pregnant women and women who have breast or cervical cancer including precancerous conditions of the breast and cervix. In addition, coverage is provided for the aged, blind or disabled (ABD) who are eligible.

Refugee Resettlement

A federally funded program that provides assistance to refugees.

Secret Santa Program

The Foster Care Secret Santa program distributes gifts to Foster Care children during the Christmas Holiday season.

Subsidized Child Care

Helps Georgia families pay for early childhood and school age care programs.

Temporary Assistance for Needy Families

Temporary Assistance for Needy Families (TANF), or welfare, is cash assistance for poor children and their caretakers.

2006 GOALS

- To continue increasing the Federal Work Participation rate.
- To decrease TANF caseloads as required to receive Federal funds.
- To place less children in foster care by providing safety within the home.

2005 ACCOMPLISHMENTS

- Averaging over 50% Federal Work Participation in the county.
- Many Christmas gifts delivered to needy and to foster children.
- Staff Appreciation Day on September 17, 2004.

Columbia County **LIVE**
 DATE 6/22/06
 TIME 9:03:02

F I N A N C I A L M A N A G E M E N T
 BUDGET LISTING

PAGE 120
 BP0200
 LDELOACH

ACCOUNT	2005 Actual Expense	2006 Adopted Budget	2006 Amended Budget	2006 Actual Expense	2007 Dept. Head Requested	2007 Committee Review	2007 Commission Approved	% CHANGE
=====								
Fund 1111 - General Fund								
=====								
Department 4712 - Family & Children Svs								

EX02 Supplies								
0365.0000 Postage	2,004	2,000	2,000	1,833	2,000	2,000	2,000	0 %
0420.0000 Operating Materials/Supp	1,837	2,000	2,000	1,833	2,000	2,000	2,000	0 %
Supplies TOTAL	3,841	4,000	4,000	3,666	4,000	4,000	4,000	0 %

EX04 Contract								
0524.0000 Contract O/S Svs	0	0	0	0	0	0	0	0 %
0554.0000 Gen Repairs/Maint	372	0	0	0	0	0	0	0 %
0655.0000 Per Diem Fees	456	450	450	413	450	450	450	0 %
0656.0000 Other Fees	20,004	15,600	15,600	14,300	15,600	15,600	15,600	0 %
0657.0000 Travel/Training/Conferen	504	500	500	458	500	500	500	0 %
0663.0000 Printing	504	500	500	458	500	500	500	0 %
Contract TOTAL	21,840	17,050	17,050	15,629	17,050	17,050	17,050	0 %

EX07 Other Cost								
0685.0000 State Matching Funds	44,880	53,187	53,187	48,755	55,608	55,608	55,608	5 %
Other Cost TOTAL	44,880	53,187	53,187	48,755	55,608	55,608	55,608	5 %

DOCUMENTS FOR CLASSIFICATION: 1111 4712								
0685.0000 State Matching Funds	\$55,608							
2% Match increase to coincide with State increases.								
DFACS TOTAL	70,561	74,237	74,237	68,050	76,658	76,658	76,658	3 %

EX07

EX07

ANIMAL CARE AND CONTROL

4713

MISSION STATEMENT

To provide quality customer service in all phases of animal control operations and quality care for all domesticated animals in Columbia County.

VISION STATEMENT

We look forward to be able to serve our citizens in a professional manner and to respond to our ever growing population with excellent services for our citizens and their pets.

DEPARTMENT DESCRIPTION

This department is responsible for all animal care and control operations which include nuisance complaints, animal cruelty investigations, animal attacks which include possible rabid animals, dead animals, injured animals, and the adoption program.

2005 ACCOMPLISHMENTS

- Increased revenues
- Increased adoptions
- Handled an increase of nuisance complaints (6,087)
- Increased public awareness of our department's mission
- Handled a record number of animals released by their owners (783)
- Handled a record number of animals returned to their owners (635)
- Held the total number of animals euthanized to 3,233 (exact number as last year)

2006 GOALS

- Complete addition to shelter to increase capacity in the kennels
- Continue to provide training for employees
- Continue to improve customer service
- Continue to keep up with demand for services due to growing population

WORKLOAD MEASUREMENTS

	Actual 2005	Estimated 2006	Forecast 2007
Released Animals	783	939	1,126
Animals handled	6,101	6,711	7,382
Animals Adopted	576	633	700
Animals Returned	635	650	700

PERFORMANCE MEASURES

	Actual 2005	Estimated 2006	Forecast 2007
Nuisance Complaints	6,087	7,000	8,000
Locations Dispatched	10,493	12,250	14,500
Bite Investigations	198	250	300
Dead Animals Picked Up	1,519	2,000	2,500

STAFFING

	Actual 2005	Estimated 2006	Forecast 2007
Manager	1	1	1
Clerks	2	2	2
Officers	7	7	7
Kennel Workers	2	3	3
Crew Leader	1	1	1

VEHICLE SCHEDULE

	Actual 2005	Estimated 2006	Forecast 2007
Vehicles	6	6	6
Vehicle Allowance	1	1	1

BUDGET HIGHLIGHTS

Our department is requesting \$57,900 to replace three pickup trucks with high mileage and high maintenance costs. This includes all necessary equipment for the trucks (radio, cages, light bar and lettering.)

Columbia County **LIVE**
 DATE 6/22/06
 TIME 9:03:02

F I N A N C I A L M A N A G E M E N T
 BUDGET LISTING

PAGE 121
 BP0200
 LDELOACH

ACCOUNT	2005 Actual Expense	2006 Adopted Budget	2006 Amended Budget	2006 Actual Expense	2007 Dept. Head Requested	2007 Committee Review	2007 Commission Approved	% CHANGE
Fund 1111 - General Fund								
Department 4713 - Animal Care & Control								
EX01 Personnel								
0300.0000 Salaries & Wages	260,510	338,915	334,548	278,300	350,771	350,771	350,771	5 %
0305.0000 Overtime Permanent Pay	8,632	4,000	4,000	4,859	4,000	4,000	4,000	0 %
0305.0005 Vacation	17,052	0	0	20,949	0	0	0	0 %
0305.0010 Sick Leave	8,142	0	0	5,548	0	0	0	0 %
0305.0015 Holiday Pay	12,906	0	0	13,476	0	0	0	0 %
0310.0001 Employee Med & Dental	48,728	55,789	57,688	49,853	49,327	49,327	49,327	14 %
0310.0002 Group Life Insurance	330	350	350	376	397	397	397	13 %
0310.0003 Retirement	23,115	24,571	24,309	21,436	20,672	20,672	20,672	15 %
0310.0015 Fica	22,481	25,927	25,593	23,747	26,834	26,834	26,834	5 %
0310.0020 Worker's Compensation	3,185	7,441	7,441	7,195	7,678	7,678	7,678	3 %
0310.0030 Expense Allowance	4,781	4,932	4,932	5,134	5,375	5,375	5,375	9 %
0311.0000 New Personnel Requests	0	0	0	0	23,489	13,787	13,787	0 %
0312.0000 Unemployment Insurance	252	271	271	251	236	236	236	13 %
Personnel TOTAL	410,114	462,196	459,132	431,124	488,779	479,077	479,077	4 %
EX02 Supplies								
0318.0000 Uniforms	5,188	5,300	6,050	5,420	5,600	5,600	5,600	7 %
0365.0000 Postage	76	125	125	105	125	125	125	0 %
0390.0000 Office Supplies	876	1,200	0	0	0	0	0	0 %
0420.0000 Operating Materials/Supp	12,301	15,000	18,700	15,615	20,000	20,000	20,000	7 %
0460.0000 Utilities	22,814	0	0	0	0	0	0	0 %
0564.0000 Minor Property Expense	22,691	1,600	1,600	622	0	0	0	0 %
0635.0000 Vehicle/Equip Tires	1,025	3,600	2,600	1,726	3,600	3,600	3,600	38 %
0640.0000 Gas, Oil, Diesel Fuel	14,127	15,000	16,544	18,187	20,500	20,500	20,500	24 %
Supplies TOTAL	79,098	41,825	45,619	41,675	49,825	49,825	49,825	9 %
EX04 Contract								
0501.0000 Professional Fees	495	500	500	300	500	500	500	0 %
0524.0000 Contract O/S Svs	23,786	12,000	14,895	14,086	15,000	15,000	15,000	1 %
0526.0000 O/S Svcs-Temp Personnel	1,229	10,000	5,355	2,344	10,000	0	0	0 %
0528.0000 General O/S Svs	156	0	0	0	0	0	0	0 %
0630.0000 Veh Repairs/Maint	3,334	2,000	4,000	3,855	2,000	2,000	2,000	50 %
0657.0000 Travel/Training/Conferen	5,063	3,600	3,600	1,853	3,600	3,600	3,600	0 %
0662.0000 Communications	3,044	3,200	700	372	3,200	3,200	3,200	357 %
0663.0000 Printing	109	500	500	270	500	500	500	0 %
Contract TOTAL	37,216	31,800	29,550	23,080	34,800	24,800	24,800	16 %

DOCUMENTS FOR CLASSIFICATION: 1111 4713

EX04

EX04

0524.0000 Contract O/S Services \$15,000
 Increase in Veterinarian fees.

EX09 Capital

Columbia County **LIVE**
 DATE 6/22/06
 TIME 9:03:02

F I N A N C I A L M A N A G E M E N T
 BUDGET LISTING

PAGE 122
 BP0200
 LDELOACH

ACCOUNT	2005 Actual Expense	2006 Adopted Budget	2006 Amended Budget	2006 Actual Expense	2007 Dept. Head Requested	2007 Committee Review	2007 Commission Approved	% CHANGE
=====								
Fund 1111 - General Fund								
=====								
Department 4713 - Animal Care & Control								
0813.0000 Vehicles & Motorized Mac	15,199	0	0	0	57,900	57,900	57,900	0 %
0814.0000 Computers/Communica Equi	12,600	0	0	0	0	0	0	0 %
Capital TOTAL :	27,799	0	0	0	57,900	57,900	57,900	0 %
DOCUMENTS FOR CLASSIFICATION: 1111 4713		EX09	EX09					
0813.0000 Vehicles & Motorized Machinery	\$57,900							
Replace 3 vehicles due to very high mileage.								
Animal Con TOTAL :	554,227	535,821	534,301	495,879	631,304	611,602	611,602	14 %

Columbia County **LIVE**
 DATE 6/22/06
 TIME 9:03:02

F I N A N C I A L M A N A G E M E N T
 BUDGET LISTING

PAGE 123
 BP0200
 LDELOACH

ACCOUNT	2005 Actual Expense	2006 Adopted Budget	2006 Amended Budget	2006 Actual Expense	2007 Dept. Head Requested	2007 Committee Review	2007 Commission Approved	% CHANGE
=====								
Fund 1111 - General Fund								
=====								
Department 4714 - Coroner								

EX01 Personnel								
0300.0000 Salaries & Wages	38,411	39,375	39,375	41,123	39,375	39,375	39,375	0 %
0310.0001 Employee Med & Dental	0	0	221	3,599	0	8,562	8,562	3,774 %
0310.0002 Group Life Insurance	43	51	51	35	51	51	51	0 %
0310.0003 Retirement	659	640	640	659	640	640	640	0 %
0310.0015 Fica	3,670	3,089	3,089	3,874	3,089	3,089	3,089	0 %
0310.0020 Worker's Compensation	670	1,000	1,000	1,598	1,000	1,000	1,000	0 %
0310.0030 Expense Allowance	9,567	10,344	10,344	10,748	11,230	11,230	11,230	9 %
0312.0000 Unemployment Insurance	38	50	50	41	50	50	50	0 %

Personnel TOTAL :	53,058	54,549	54,770	61,677	55,435	63,997	63,997	17 %
DOCUMENTS FOR CLASSIFICATION: 1111 4714								
Asst Coroners based on 195 calls per year at \$125 per call. (15% increase)								
Coroner approved to receive \$16,000/yr beginning 1/1/2002 by state legislature.								
EX02 Supplies								
0318.0000 Uniforms	202	350	350	0	350	350	350	0 %
0365.0000 Postage	0	0	0	5	0	0	0	0 %
0390.0000 Office Supplies	23	250	0	0	0	0	0	0 %
0420.0000 Operating Materials/Supp	1,061	2,000	2,250	2,379	2,250	2,250	2,250	0 %
0640.0000 Gas, Oil, Diesel Fuel	1,026	1,000	1,000	1,122	1,000	1,000	1,000	0 %

Supplies TOTAL :	2,312	3,600	3,600	3,506	3,600	3,600	3,600	0 %
EX04 Contract								
0501.0000 Professional Fees	18,355	25,375	25,375	21,025	25,375	25,375	25,375	0 %
0524.0000 Contract O/S Svs	3,448	5,000	5,000	157	5,000	5,000	5,000	0 %
0630.0000 Veh Repairs/Maint	2,086	1,000	1,000	1,474	1,000	1,000	1,000	0 %
0657.0000 Travel/Training/Conferen	4,476	5,000	5,000	4,624	5,000	5,000	5,000	0 %
0658.0000 Dues & Subscriptions	0	300	300	0	300	300	300	0 %
0662.0000 Communications	1,739	3,174	3,174	812	3,174	3,174	3,174	0 %
0663.0000 Printing	137	250	250	0	250	250	250	0 %

Contract TOTAL :	30,241	40,099	40,099	28,092	40,099	40,099	40,099	0 %

DOCUMENTS FOR CLASSIFICATION: 1111 4714 EX04
 Medical Examiner (required), for 195 calls @ 125 per call = \$24,375
 Autopsies 4 @ 500 each = \$2,000

0501.0000 Profesional Fees

DOCUMENTS FOR CLASSIFICATION: 1111 4714

EX04

0524.0000 Contract Services

Columbia County **LIVE**
DATE 6/22/06
TIME 9:03:02

F I N A N C I A L M A N A G E M E N T
BUDGET LISTING

PAGE 124
BP0200
LDELOACH

ACCOUNT	2005 Actual Expense	2006 Adopted Budget	2006 Amended Budget	2006 Actual Expense	2007 Dept. Head Requested	2007 Committee Review	2007 Commission Approved	% CHANGE
=====								
Fund 1111 - General Fund								
=====								
Department 4714 - Coroner								

Transportation for autopsies and indigent burial services								

Coroner TOTAL :	85,611	98,248	98,469	93,275	99,134	107,696	107,696	9 %

SENIOR CENTER

4716

MISSION

To develop and maintain a wide variety of quality services that promote the mental, physical and social well being of senior adults in our community, thereby, improving their standard of living.

VISION

Our department aspires to provide enrichment opportunities and programs for senior adults in our county through the development and implementation of innovative services to meet the needs of our aging population. We strive to partner with public and private service organizations to foster greater awareness and participation in available service programs as well as promote a positive public persona so as to encourage public input and the continued development of relevant and desired services.

DEPARTMENT DESCRIPTION

This department serves over 7,500 congregate meals annually to clients at the Senior Center. The senior center staff delivers over 32,255 meals annually to homebound client's through the Nutrition program. The center also serves as a distribution point for the Columbia County Brown Bag program, which serves low-income seniors with a supply of staple food items. We also provide enrichment activities such as arts and crafts, educational presentations, and off campus excursions to recreational and educational facilities. We are active in providing transportation to seniors for shopping, recreational, and non-emergency medical needs. The department generates \$100,000 income annually from participation in the Coordinated Transit Program.

ACCOMPLISHMENTS FY 2005-2006

- Maintained the number of home delivered meals at 135 daily
- Maximized the use of the center by scheduling more programs in the afternoons
- Offered more outings for the seniors at a minimal cost
- Increased revenues for meal donations
- Expanded Coordinated Transportation for seniors and special needs clients with DHR
- Increased revenues from rentals of the center

GOALS FOR FY 2006-2007

- Increase attendance of the ceramics program
- Increase the revenues from meal donations
- Maintain the number of home delivered meals
- Increase rental revenues through creative marketing of the facility

WORKLOAD MEASUREMENTS

ACTION	ACTUAL 2005	ESTIMATED 2006	FORECAST 2007
Congregate Meals	7,360	7,500	7,800
Home Delivered Meals	30,228	32,500	32,500
Facility Rentals	14	18	18

STAFFING

POSITION	ACTUAL 2005	ESTIMATED 2006	FORECAST 2007
Manager	1	1	1
Admin. /Program Assistant	1	1	1
Van Drivers	4(F/T)	4(F/T):1(P/T)	4(F/T):1(P/T)
Kitchen Staff	2(P/T)	2(P/T)	2(P/T)

VEHICLE SCHEDULE

ACTION	ACTUAL 2005	FORECAST 2006	FORECAST 2007
Vehicles	6	6	6
Vehicle Allowances	1	1	1

BUDGET HIGHLIGHTS

Two passenger vehicles requested to replace two vehicles with over 200,000 miles of service, request for a kiln to facilitate increased participation in the ceramics program.

Columbia County **LIVE**
 DATE 6/22/06
 TIME 9:03:02

F I N A N C I A L M A N A G E M E N T
 BUDGET LISTING

PAGE 125
 BP0200
 LDELOACH

ACCOUNT	2005 Actual Expense	2006 Adopted Budget	2006 Amended Budget	2006 Actual Expense	2007 Dept. Head Requested	2007 Committee Review	2007 Commission Approved	% CHANGE
Fund 1111 - General Fund								
Department 4716 - Senior Center								
EX01 Personnel								
0300.0000 Salaries & Wages	139,789	165,480	162,019	134,815	171,774	171,774	171,774	6 %
0305.0005 Vacation	11,083	0	0	11,821	0	0	0	0 %
0305.0010 Sick Leave	5,616	0	0	3,458	0	0	0	0 %
0305.0015 Holiday Pay	6,498	0	0	6,500	0	0	0	0 %
0310.0001 Employee Med & Dental	21,539	23,087	24,014	24,568	26,909	26,909	26,909	12 %
0310.0002 Group Life Insurance	195	292	292	151	294	294	294	1 %
0310.0003 Retirement	9,106	8,714	8,507	8,824	9,449	9,449	9,449	11 %
0310.0015 Fica	12,334	12,659	12,394	11,796	13,141	13,141	13,141	6 %
0310.0020 Worker's Compensation	1,534	3,393	3,393	3,141	3,474	3,474	3,474	2 %
0310.0030 Expense Allowance	6,342	6,552	6,552	6,836	7,155	7,155	7,155	9 %
0311.0000 New Personnel Requests	0	0	0	0	2,544	2,544	2,544	0 %
0312.0000 Unemployment Insurance	135	132	132	131	137	137	137	4 %
Personnel TOTAL	214,171	220,309	217,303	212,041	234,877	234,877	234,877	8 %
EX02 Supplies								
0318.0000 Uniforms	445	400	400	0	450	450	450	13 %
0365.0000 Postage	22	100	100	3	100	100	100	0 %
0390.0000 Office Supplies	473	500	0	0	0	0	0	0 %
0420.0000 Operating Materials/Supp	8,607	10,000	14,300	12,579	10,500	10,500	10,500	27 %
0460.0000 Utilities	12,285	0	0	0	0	0	0	0 %
0635.0000 Vehicle/Equip Tires	1,967	2,000	2,000	1,830	2,500	2,500	2,500	25 %
0640.0000 Gas, Oil, Diesel Fuel	30,552	20,000	35,128	38,891	30,000	30,000	30,000	15 %
Supplies TOTAL	54,351	33,000	51,928	53,303	43,550	43,550	43,550	16 %
EX04 Contract								
0524.0000 Contract O/S Svs	86,396	77,911	78,511	71,629	84,600	84,600	84,600	8 %
0526.0000 O/S Svcs-Temp Personnel	0	15,625	15,625	8,509	15,625	15,625	15,625	0 %
0528.0000 General O/S Svs	2,890	3,200	3,200	3,014	4,000	4,000	4,000	25 %
0554.0000 Gen Repairs/Maint	0	750	750	750	750	750	750	0 %
0630.0000 Veh Repairs/Maint	11,427	6,000	6,000	5,210	6,000	6,000	6,000	0 %
0657.0000 Travel/Training/Conferen	0	500	500	192	500	500	500	0 %
0662.0000 Communications	9,418	12,000	7,600	100	12,000	12,000	12,000	58 %
Contract TOTAL	110,131	115,986	112,186	89,404	123,475	123,475	123,475	10 %

DOCUMENTS FOR CLASSIFICATION: 1111 4716

EX04

EX04

0524.0000 Contract O/S Serv \$84,600
 1) Congregate & Home Delivered Meals - \$84,000
 2) Copier Charges \$ 600

0528.0000 General O/S Serv 4,000
 Increase Ceramics Instructors hourly rate from \$7 to \$8 per hour

Columbia County **LIVE**
 DATE 6/22/06
 TIME 9:03:02

F I N A N C I A L M A N A G E M E N T
 BUDGET LISTING

PAGE 126
 BP0200
 LDELOACH

ACCOUNT	2005 Actual Expense	2006 Adopted Budget	2006 Amended Budget	2006 Actual Expense	2007 Dept. Head Requested	2007 Committee Review	2007 Commission Approved	% CHANGE
Fund 1111 - General Fund								
Department 4716 - Senior Center								
EX09 Capital								
0813.0000 Vehicles & Motorized Mac	0	0	0	0	72,200	72,200	72,200	0 %
Capital TOTAL	0	0	0	0	72,200	72,200	72,200	0 %
DOCUMENTS FOR CLASSIFICATION: 1111 4716								
0813.0000 Vehicles & Motorized Mac	\$72,200							
1) 2 Vans - due to high mileage								
@ \$35,000	\$70,000							
2) Kiln for Ceramics Classes	\$ 2,200							
Sen Center TOTAL	378,653	369,295	381,417	354,748	474,102	474,102	474,102	24 %
EXPENSE TOTAL	40,699,264	44,104,346	44,215,568	39,078,560	48,009,269	48,325,475	48,328,904	9 %
Gen Fund TOTAL REVENUE	41,657,869	44,104,346	44,215,568	42,521,788	47,525,507	48,328,904	48,328,904	9 %
Gen Fund TOTAL EXPENSE	40,699,264	44,104,346	44,215,568	39,078,560	48,009,269	48,325,475	48,328,904	9 %
Gen Fund TOTAL NET	958,605	0	0	3,443,228	483,762	3,429	0	0 %